Online Tutor Scheduling Instructions

The Student Success Center (SSC) is now using WCONLINE. Students can view, schedule, cancel, or waitlist a tutor appointment from any location on or off campus!

Step 1:

LOG-IN TO MY MOUNT MARY

1. Log in to your My Mount Mary account.
2. Along the top navigation bar, click the “Campus Life” tab.
3. In the left column under “Campus Life,” click “Student Success Center” near the bottom of the list.
4. In the middle section click either link (“WCONLINE system” or “here”).
5. In the middle section you will see a green box, click “Open the WCONLINE Website”.
6. Proceed to Step 2 and create an appointment.
Step 2:

SCHEDULE AN APPOINTMENT ON WCONLINE

1. Find the date, time, and tutor you would like to meet with.
2. Click on an available white box to schedule a 30-minute appointment (A blue box indicates an appointment with another student; the purple spaces are unavailable times).
3. Fill in the required fields in the pop-up window (this window may appear behind your browser).
4. Click "Save Appointment."
5. The block you selected will turn gold, indicating a saved appointment. You may select this block again at any point to make changes, such as cancelling the appointment.
6. You will receive a confirmation email.

Additional Options

CANCEL AN APPOINTMENT ON WCONLINE

1. Log in to your account.
2. Select the appointment you would like to cancel.
3. Click “Cancel this appointment” at the bottom of the pop-up window.

ADD TO WAITLIST ON WCONLINE

If your desired appointment time is unavailable due to another appointment, you can choose to be added to the waitlist for a time/tutor. Click the clock icon located next to the date (6) and select the tutor and/or time from the drop-down menus. Click “Add to waitlist” and you will be scheduled for that appointment time if the other appointment is cancelled.

SET UP REPEATING/RECURRING APPOINTMENTS ON WCONLINE

To make a recurring appointment with a tutor, please contact the SSC via phone, email, or in person.

Haggerty Library, 1st floor  
Phone: 414-930-3026  
Email: mmu-ssc@mtmary.edu