



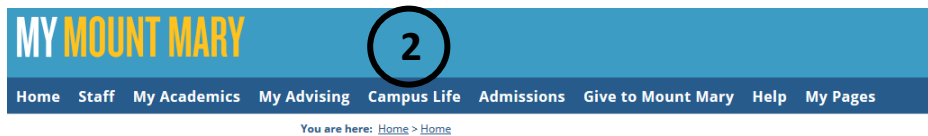
Online Tutor Scheduling Instructions

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!

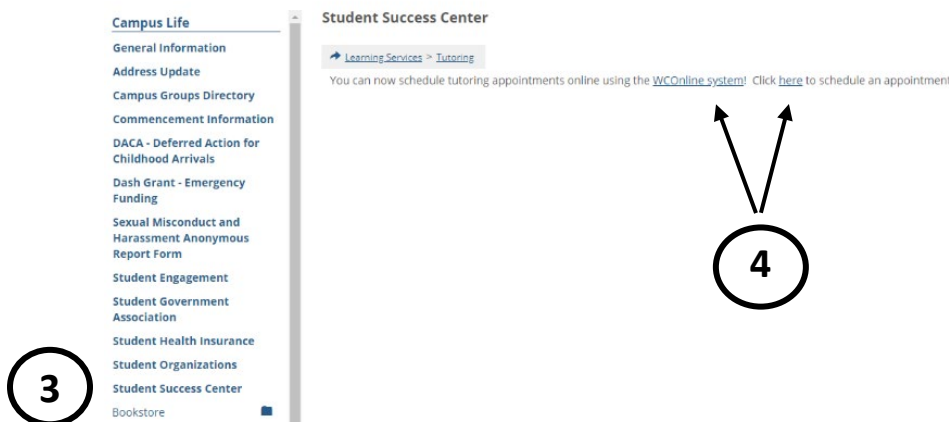
Step 1:

CREATE AN ACCOUNT ON **WCONLINE**

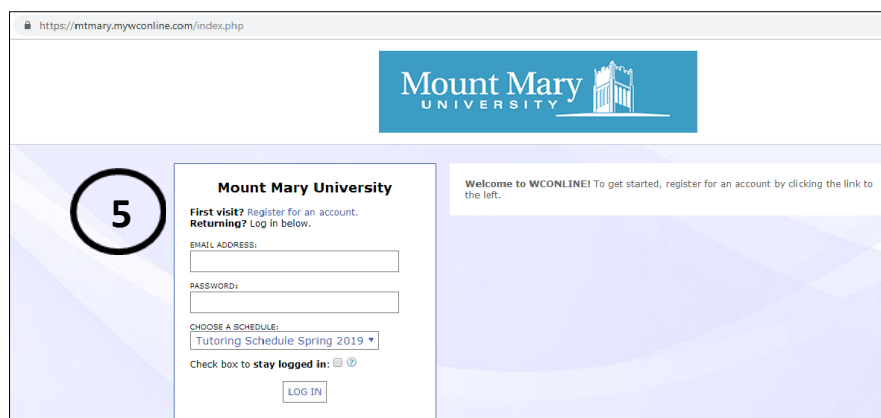
1. Log in to your My Mount Mary account.
2. Along the top navigation bar, click the “Campus Life” tab (2).



3. In the left column under “Campus Life,” click “Student Success Center” (3) near the bottom of the list.
4. In the middle section click either link (“WOnline system” or “here”) (4).



5. You will be taken to the **WCONLINE** login page. Click the “Register for an account” link (5).



6. Fill in the required fields using your Mount Mary email address (e.g. *smithj@mtmary.edu*) you're your Mount Mary password.
7. Click “Register” at the bottom of the page.
8. You will be redirected to the login page. Log in to your new account.

Step 2:

SCHEDULE AN APPOINTMENT ON WCONLINE

***Note: You MUST have an account in order to schedule an appointment.**

1. Log in to your WCONLINE account.
2. Find the date, time, and tutor you would like to meet with.
3. 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).
4. Fill in the required fields in the pop-up window (this window may appear behind your browser).
5. Click "Save Appointment."
6. 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.
7. You will receive a confirmation email.

| Feb. 5: TUESDAY | 8:00am | 9:00am | 10:00am | 11:00am | 12:00pm | 1:00pm | 2:00pm | 3:00pm | 4:00pm | 5:00pm | 6:00pm | 7:00pm |
|---------------------------------|--------|--------|---------|---------|---------|--------|--------|--------|--------|--------|--------|--------|
| Alix- ENG, Study Skills | | | | | | | | | | | | |
| Carol- ENG, MAT, Study Skills | | | | | | | | | | | | |
| Katie- BIO, CHE | | | | | | | | | | | | |
| Marguerite- ENG, Study Skills | | | | | | | | | | | | |
| Patrice- ENG, ELL, Study Skills | | | | | | | | | | | | |
| Victoria- BIO, CHE | | | | | | | | | | | | |

| Feb. 6: WEDNESDAY | 8:00am | 9:00am | 10:00am | 11:00am | 12:00pm | 1:00pm | 2:00pm | 3:00pm | 4:00pm | 5:00pm | 6:00pm | 7:00pm |
|---------------------------------|--------|--------|---------|---------|---------|--------|--------|--------|--------|--------|--------|--------|
| Alix- ENG, Study Skills | | | | | | | | | | | | |
| Carol- ENG, MAT, Study Skills | | | | | | | | | | | | |
| John- BIO, CHE | | | | | | | | | | | | |
| Katie- BIO, CHE | | | | | | | | | | | | |
| Patrice- ENG, ELL, Study Skills | | | | | | | | | | | | |
| Victoria- BIO, CHE | | | | | | | | | | | | |

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.

6

| Mar. 29: FRIDAY | 8:00am | 9:00am |
|----------------------------------|--------|--------|
| Joe- MAT, STATS, PHY | | |
| John- BIO, CHE | | |
| Kim- ENG, SPA, MAT, Study Skills | | |

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