

Scheduling a Tutoring Appointment on WCOOnline

Academic
Enrichment
Center

Step 1: Registering & Signing In

Go to dom.mywconline.com to register for an account / sign in.



Step 3: Pick Tutor & Select Time

Select a tutor once you have selected your subject area. Click on an available timeslot (listed in white) to sign up for an appointment.



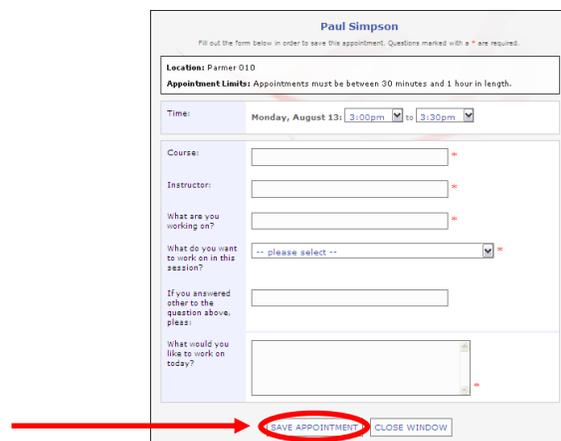
Step 2: Pick Subject

Click on the dropdown arrow next to "**Limit to:**" to select the subject area you want to be tutored in.



Step 4: Finalize the Appointment

Fill out the required fields on the form. Click on the "**Save Appointment**" icon on the bottom left to finalize the appointment.



WOnline Questions and Answers for Students

Where do I start?

Go to dom.mywconline.com to register for an account and to sign in.

How do I find a tutor in my subject area?

Pick your subject area from the drop-down list next to “Limit to” on the top part of the homepage.

How do I check available appointment times?

Available appointment times are listed in white blocks next to the tutor’s name.

What do the colored blocks in the homepage calendar stand for?

White blocks mean the tutor is available for an appointment at that time, purple blocks mean the tutor is not available for an appointment at that time (the tutor is either unscheduled or meeting with another student), and yellow blocks mean the tutor is scheduled with you at that time.

How do I make an appointment?

Select the tutor you want to meet with. Click on the white block next to his or her name. Fill out the required fields, and click on “Save Appointment” when you are done.

How do I know if my appointment was successfully made?

You will receive an email notification informing you of the time and date of your upcoming appointment.

How do I cancel an appointment?

Select the yellow appointment block under the tutor’s schedule on the calendar homepage. Click on “Cancel this Appointment” to cancel the session.

What will happen if I am late to my scheduled appointment?

Your appointment will be recorded as a missed appointment if you are more than 15 minutes late. You can sign up for a new appointment on WOnline.

Who do I contact if I do not find a tutor in the subject area I want to be tutored in?

If there is a need for a tutor in a subject area that is not listed on WOnline, we will do our best to find a tutor with the needed expertise. Please email the Executive Director of the Academic Enrichment Center, Paul Simpson (pvsimpson@dom.edu), to request a tutor in an unlisted subject area.