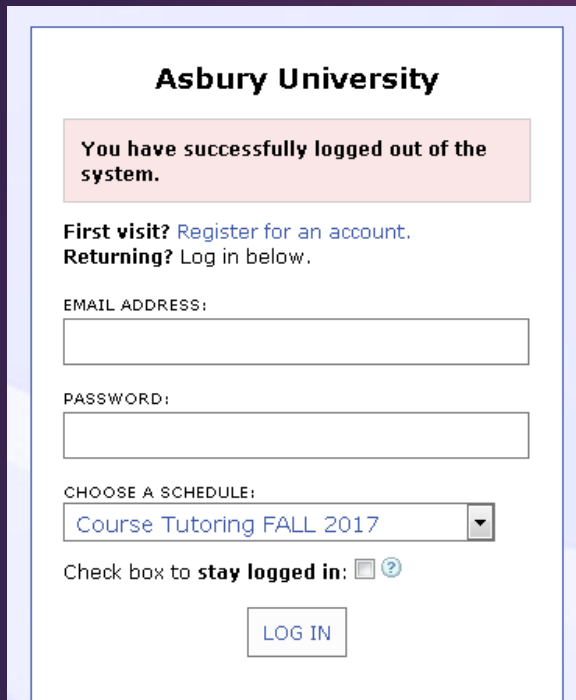


Make an appointment with WCONLINE



Asbury University

You have successfully logged out of the system.

First visit? Register for an account.
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:
Course Tutoring FALL 2017

Check box to stay logged in: ?

LOG IN

If you are new to **WCONLINE** you must **first** register for an account.

1. Carefully read our [POLICY \(click for link\)](#)
2. Select **Register for an account** to create a new account using your Asbury University email address.

You will only need to register once.

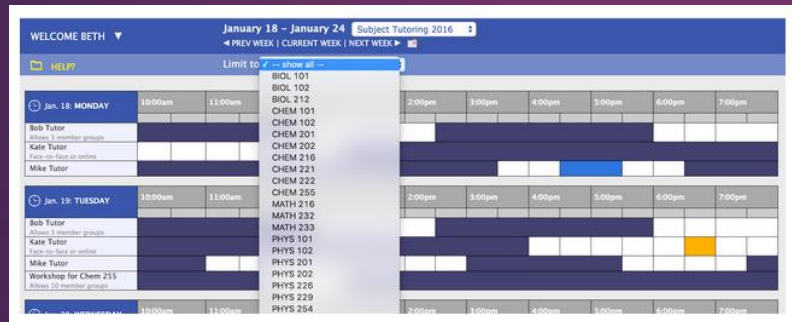
[HTTPS://ASBURY.MYWCONLINE.NET](https://asbury.mywconline.net)

Once you log into the system , choose a schedule from the drop down menu

1. Course Tutoring SP 2018



CLICK "LIMITTO" AND CHOOSE YOUR **SPECIFIC COURSE** OR **ACADEMIC COACHING**

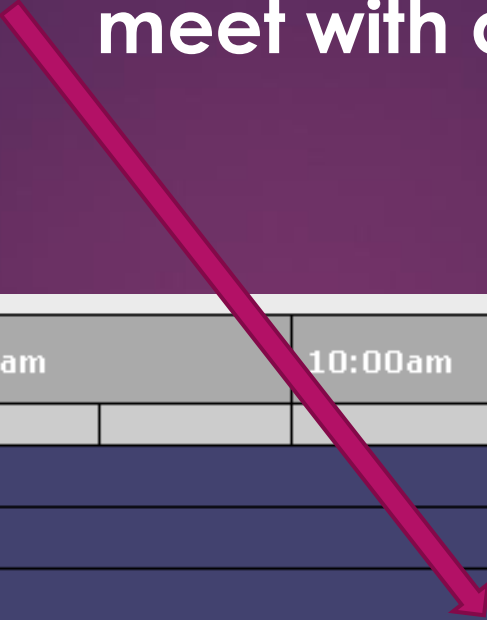


2. Writing Center Appointments SP 2018



CLICK "LIMITTO" IF YOU NEED SPECIFIC HELP WITH **APA** FORMATTING

Click on any white box below the time that you want to meet with a tutor.



Jan. 10: TUESDAY	9:00am	10:00am	11:00am	12:00pm
Bria Isaacson				
Faith Neece				
Kayla Sheeran				
Leah Bowshier				
Rebecca Hurshman				

A window will appear.
Be sure to fill out all required information and then
click *Save Appointment*.

If you are an ONLINE
student be sure you
choose
**Yes - Schedule
Online Appointment**

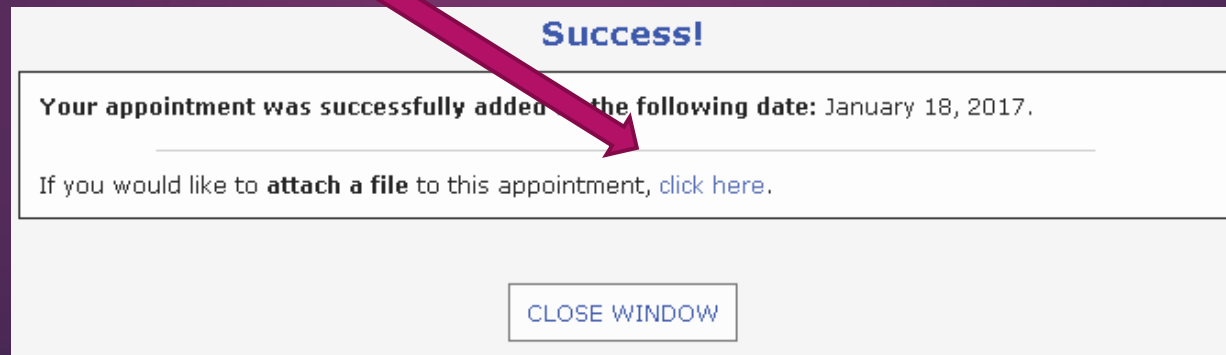
The screenshot shows a web browser window titled "Asbury University - Mozilla Firefox" with the URL "https://asbury.mywonline.net/reserve.php?type=8&str=1488948208&resid=8&machid=sc586fc592a00fc&bocheduleid=sc1583c9e7fd". The form is for "Rachel White" and contains the following information:

- Email:** rachel.white@asbury.edu
- Location:** Center for Academic Excellence Kinlaw 139
- Bio/Information:** My name's Rachel. I'm glad to be working in the Writing Center because there are always tasty snacks, kind people, and quality conversation about books, grammar, and ideas. Some of my favorite things include: conversing in broken Spanish, drinking black coffee, writing creative non-fiction, and completing mundane tasks around the office.
- Appointment Limits:** Appointments must be 30 minutes in length.
- Time:** Wednesday, March 08: 3:30pm to 4:00pm
- Client:** Barlow, Julie (julie.barlow@asbury.edu)
- Meet Online?** A dropdown menu is open showing three options: "No - Meet Face-to-Face at the Center", "No - Meet Face-to-Face at the Center", and "Yes - Schedule Online Appointment". A note states: "are available. If you choose an approximately five to ten minutes in this appointment and click 'Start or Join Online Consultation.'"
- Course (ie: ENG):** A text input field with a red asterisk indicating it is required.

For Writing Appointments

The next screen that appears is a confirmation page. If you are making a *Writing Appointment*, you will be prompted to upload your rough draft if you would like.

Click *here* to go to the upload window.



Success!

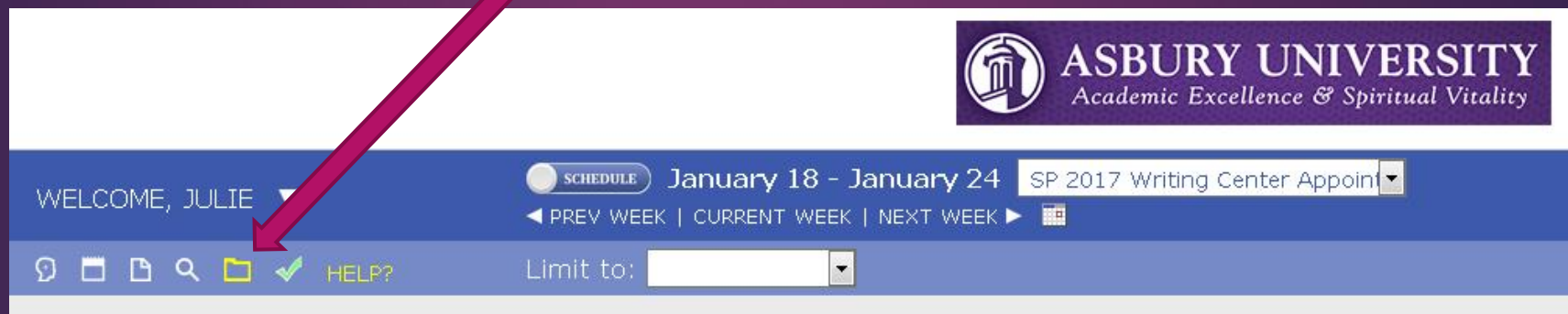
Your appointment was successfully added on the following date: January 18, 2017.

If you would like to **attach a file** to this appointment, [click here](#).

CLOSE WINDOW

To upload your rough draft later or update a file...

Click on the **yellow folder icon**.
(Be sure you do so at least 24hrs before your appointment)



- Choose the correct appointment date
- Browse your files and attach your rough draft.
- Under *notify client?*, choose "**Yes & Attach**"
- Click **UPLOAD FILE**

If you need to CANCEL an appointment:

YOU MUST DO SO AT LEAST 12 HOURS IN ADVANCE

- Log in
- Choose the correct Schedule (Course Tutoring or Writing Appointment)
- Click on your appointment
- Choose **Cancel This Appointment** (bottom of the appointment window)