

## Instructions on How to Make/Change Appointments



WOnline—<http://marist.mywconline.com>

Create an account on wconline if you don't already have one.

**Marist College**

First visit? [Register for an account](#)  
Returning? [Log in below.](#)

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to **stay logged in:**  [?](#)

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**Having trouble logging in?** [Reset your password.](#)  
**Using screen reader software?** [Access the text-only scheduler.](#)  
**Receiving unwanted text messages?** [Remove your cell phone number.](#)

Click here on the login page to set-up a new account

Fill in all your details on the next page and you're done!

Now, log in using your email address and password.

Be sure to choose the correct schedule. Unless you are a distance ed student, you should choose "Writing Center-Library 334."

After logging in, you should see this page:

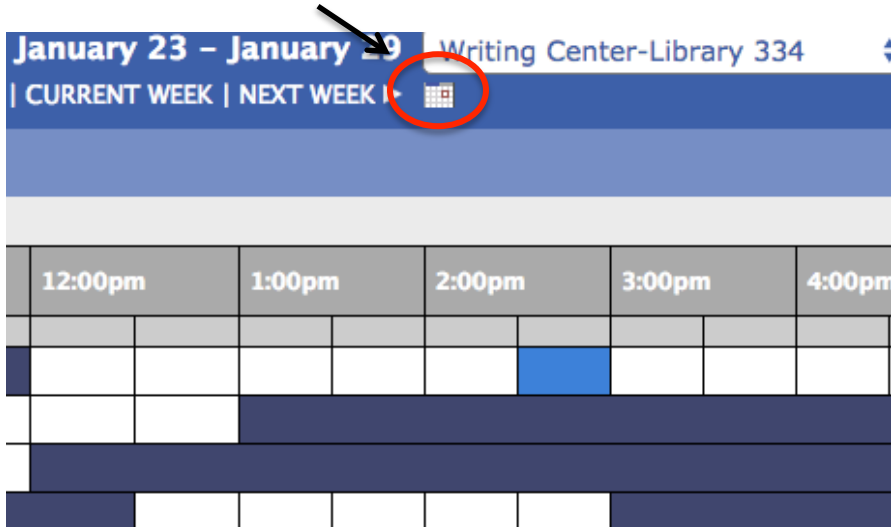
Jan. 23: MONDAY	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
Abby Luby												
Courtney Kaufmann												
Fred Anderson												
Jennifer McMillan												
Jennifer Pugliese												
Jill Wienbrock												
Riana Ramirez												
Whitney Kelly												

- The light blue slots indicate an appointment has been made by someone at that time.
- The dark blue slots indicate that no tutor is available at that time.
- The white slots are available for you to make an appointment.

Each box represents 30 minute session; this is the minimum time of a session. The maximum time for a session is 1 hour, i.e. two back-to-back 30 minute appointments in a day.

### To make an appointment:

1. Click on the small calendar icon next to 'Next Week' and choose the date.



2. Then, choose from the available timings on that day; click on one of the white boxes.
3. You will see the following window (with the name of the tutor you chose at the top of the form):

**Jennifer McMillan**

Fill out the form below in order to save this appointment. Questions marked with a \* are required.

**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

**Time:** Tuesday, January 24: 10:00am to 10:30am

**Course (for example, Engl120):** \*

**Instructor's last name:** \*

**What would you like to work on today?** \*

Your tutor's name will appear here.

You can edit the timings here.

4. Fill in all the required details and click on 'Save Appointment'.
5. Your appointment will appear as a yellow box.

Jan. 23: MONDAY	10:00am	11:00am	12:00pm	1:00pm
Abby Luby				
Courtney Kaufmann				
Fred Anderson				
Jennifer McMillan				
Jennifer Pugliese				
Jill Wienbrock				
Riana Ramirez				
Whitney Kelly				

Jan. 24: TUESDAY	10:00am	11:00am	12:00pm	1:00pm
Danielle Shine				
Emily Hollenbach				
Jennifer McMillan				
Jennifer Pugliese				
Jessica Recce				
Lance Turner				
Molly Scott				
Whitney Kelly				

**Appointment details:**

**On Tuesday, Jan. 24 from 10-10:30 am with Jennifer McMillan.**

Appointment successfully made! Please be there on time! Bring a copy of your paper and the assignment sheet.

## To change or cancel an appointment:

In case you need to cancel/change the timings of an appointment, click on the yellow box. The following window will appear:

**Jennifer McMillan**

Use the form below to modify, view, or cancel this appointment. Questions marked with a \* are required.

**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

**Time:** Tuesday, January 24: 10:00am to 10:30am

**Course (for example, Engl120):** Engl120 \*

**Instructor's last name:** Lafien \*

**What would you like to work on today?** thesis \*

**SAVE CHANGES** **CANCEL THIS APPOINTMENT** **CLOSE WINDOW**

Change the timings for the same day and click on "Save Changes."

Click on "Save Changes" after you are done. Don't click on this if you want to cancel your appointment.

Click on this if you want to cancel your appointment for that day.

Note: Make sure to change your appointment at least an hour before your session, in order to avoid being marked as a 'no-show'.

If you miss a session without cancelling your appointment, you will be marked as 'no-show'.

If you are marked as 'no-show' 2 times throughout the semester, you will not be allowed to make any more appointments for that semester.