

Scheduling Individual and Viewing Drop-In Tutoring at the Center for Academic Excellence

WOnline is the online tutoring appointment system for the Center for Academic Excellence (CAE). We offer Individual (appointment required) or Drop-In tutoring (no appointment required, walk-ins welcome).

All appointments for tutoring must be scheduled through WOnline. If you are having difficulty registering or making an appointment, email the CAE at cae@drew.edu.

You will typically spend between 30 minutes to one hour with a tutor or a writing specialist. NOTE: **BAO on the Individual Tutoring Schedule means "By Appointment Only" tutor. You must schedule time with a BAO tutor 24 hours in advance.**

Creating Your WOnline Account

1. Go to <http://drew.mywconline.com/>
2. Click on "Register for an account."
3. Enter your profile information into the "Create a New Account" form.
 - a. **Hint:** Be sure to remember your username (a valid Drew email address) and password.
4. Next, click on the "Register" button at the bottom of the form.
5. After you click the "Register" button you will be redirected to the home page of WOnline. When you successfully registration you will see, "You have successfully registered! Please log in below to continue" on the home page.
6. Now you can login and start scheduling appointments.

Scheduling an Individual Appointment or View the Drop-In Schedule via WOnline

1. Go to <http://drew.mywconline.com/>
2. Log in with the email address and password you created when you registered for a WOnline account.
3. Click on "Log In" at the bottom of the sign in form.
4. Select either the "Individual Tutoring" schedule or the "Drop-In Tutoring" schedule from the "Choose A Schedule" drop down menu.
5. **For the "Individual Tutoring" schedule**, Select the course you need tutoring for by clicking on the drop down in the "Limit to" box.
 - a. After you select your course, tutors available to tutor for that course will appear in blue on the left. White squares are the tutor's available appointment times. Select your appointment with a tutor by clicking on any of the white squares.

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- b. Complete the appointment form and include specific details about your assignment and writing requests.
 - c. Remember to **ALWAYS** bring your assignment with you to every session.
 - d. **BAO means "By Appointment Only" tutor. You must schedule time with a BAO tutor 24 hours in advance.**
6. **For the "Drop-In Tutoring" schedule**, no appointment is needed and walk-ins are serviced.