**Scheduling an Appointment with a Tutor or a Writing Specialist at the Center for Academic Excellence**

WCOnline is the Center for Academic Excellence’s (CAE) tutoring reservation system. All appointments for tutoring must be scheduled through WCOnline. 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.

**Creating Your WCOnline Account**

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 WCOnline. 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 log in and start scheduling appointments.

**Scheduling an Appointment via WCOnline**

2. Log in with the email address and password you created when you registered for a WCOnline account.
3. Click on “Log In” at the bottom of the sign in form.
4. Select the course you need tutoring for by clicking on the drop down in the “Limit to” box.
5. 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.
6. Complete the appointment form and include specific details about your assignment and writing requests.
7. Remember to **ALWAYS** bring your assignment with you to every session.