

Writing Center Online (WOnline)

The Writing Center employs a web-based scheduling program called Writing Center Online (WOnline). Using this program, clients can log in and schedule Writing Center appointments without having to call or send email requests. Here's how it works:

Start at the login page: <http://carthage.mywconline.com>

On your first visit to the site, register for an account by clicking on the "click here to register" link (just above the login area) and filling in your information. After this, you can log in anytime using your email address and password.

Immediately after login, you will see the Writing Center schedule, with tutors' names on the left side and openings for appointments in white. Click on a white space, and fill in your appointment information in the new window.

IMPORTANT: Be sure you know your professor's name and correct email address when you make your appointment, as these fields are required. After completing the appointment information, **remember to click on the "Save Appointment" button.**

Once you have saved your appointment time, you will see a message that your appointment was created successfully (or an error message if it was not created successfully). You will also receive an email confirmation of your appointment immediately after you schedule your appointment, and a reminder email the night before your appointment.

If you must change/cancel an appointment, please do so as far in advance as possible, as our "no show" policy remains in force. The new system will allow you to cancel your own appointment up to 8 hours before it is scheduled. If you must cancel with less than 8 hours notice, please call [\(262-552-5536\)](tel:262-552-5536) or email the Writing Center (writingcenter@carthage.edu) to do so.

Of course, you may still telephone, e-mail, or drop in to request an appointment; however, if you do that, a Writing Fellow will give you these instructions and assist you with the WOnline registration and scheduling process.

NO SHOW POLICY/CANCELLING APPOINTMENTS THROUGH WCONLINE:

Clients who miss two appointments in a single semester without cancelling will be unable to schedule Writing Center sessions for the remainder of that semester.

WOnline allows clients to cancel their own appointments online up to eight hours prior to a scheduled session. Clients may still cancel appointments with less than 8 hours notice; however, they must call 262-552-5536 or email writingcenter@carthage.edu to do so.