

## Online Services Available from the Writing and Learning Commons

The Writing and Learning Commons provides the following online services. Tutors will conduct sessions via Zoom, so please be sure you have a reliable internet connection and a quiet place to work from.

- Course tutoring
- Academic skills consultations
- Writing tutoring
- Spanish conversation assistance

### How to Make an Appointment with a WaLC Tutor

1. Go to <http://navigate.wcu.edu> and sign in with your Catamount email username and password.
2. On the right-hand side of your Navigate homepage, click “Get Assistance.”

Get Assistance

3. In the first drop-down menu, select “Tutoring.”
4. In the second drop-down menu, select “Tutoring.”
4. In the third drop-down menu, select either academic skills consultation, course-based tutoring, writing tutoring, or Spanish conversation assistance. Click “Next.”
  - a. Please note that due to online operations, all writing tutoring appointments must be scheduled at least 12 hours in advance

Schedule Appointment

What type of appointment would you like to schedule?  
Tutoring

Pick a Service Category.  
Tutoring

Choose a type of tutoring below. For writing tutoring, visit [tutoring.wcu.edu](http://tutoring.wcu.edu) and follow the instructions to schedule.  
-- please choose one --  
Academic Skills Consultation  
Course-based Tutoring  
Spanish Conversation Assistance

5. Choose “Online Tutoring” as the location.
6. If you are scheduling a course-based tutoring session, select the course.

Schedule Appointment

Pick a location for your appointment.  
Online Tutoring

Pick a course.  
-- please choose one --  
BIOL-292-02 Human Anatomy-Physiology II  
BIOL-292-34 Human Anatomy-Physiology II  
EDM-250-01 Emergency & Disaster Mgt (unavailable)  
EDM-324-70 Emergency Planning

Next

7. If you have a specific tutor you prefer to see, enter their name or select it from the drop-down menu that appears. **To see all available tutoring times, leave this field blank.**

8. Click "Next."

Pick a tutor. To see all available tutors, leave blank.

Any Staff

*If you don't have a preference, just click Next.*

◀ Back Next ▶

9. Using the right/left arrows, navigate to your preferred date for an appointment, then select the corresponding blue button to see morning or afternoon availabilities.

10. Select your preferred appointment time and click "Next."

### Schedule Appointment

Times From March 19 To March 23

Thu, Mar 19	Fri, Mar 20	Sat, Mar 21	Sun, Mar 22	Mon, Mar 23
Morning N/A	Morning N/A	Morning N/A	Morning N/A	<input type="button" value="Close"/>
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	<input type="button" value="12:00pm"/> <input type="button" value="1:00pm"/> <input type="button" value="4:00pm"/>

\* All times listed are in Eastern Time (US & Canada).

11. If you would like to receive a text message reminder, check the "Send Me a Text" box and then enter your cell number.

12. **IMPORTANT: Leave a comment for your tutor to let them know what you would like to discuss in your appointment. This will help to ensure that your tutor is prepared and that your time is spent efficiently.**

13. Click "Confirm Appointment."

14. **Once your appointment is scheduled, you will receive information from your tutor about how to connect online via Zoom. Please check your Catamount email for instructions.**

#### Appointment Details

Who: [REDACTED] When: Monday, March 23  
4:00pm - 5:00pm  
Michaela Cruickshanks (and up to 4 others) Where: Online Tutoring  
Why: Course-based Tutoring

#### Additional Details

Is there anything specific you would like to discuss with Michaela?  Send Me an Email  
 Send Me a Text  
Please provide your mobile number

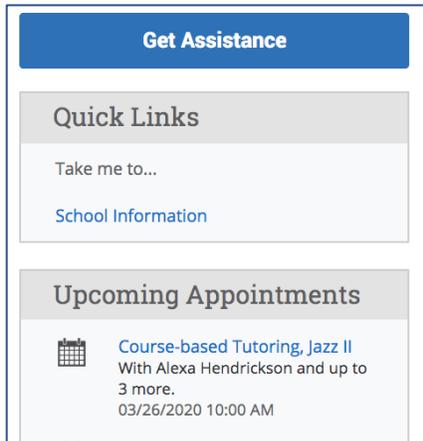
Comments for your staff...

\*Please Note:

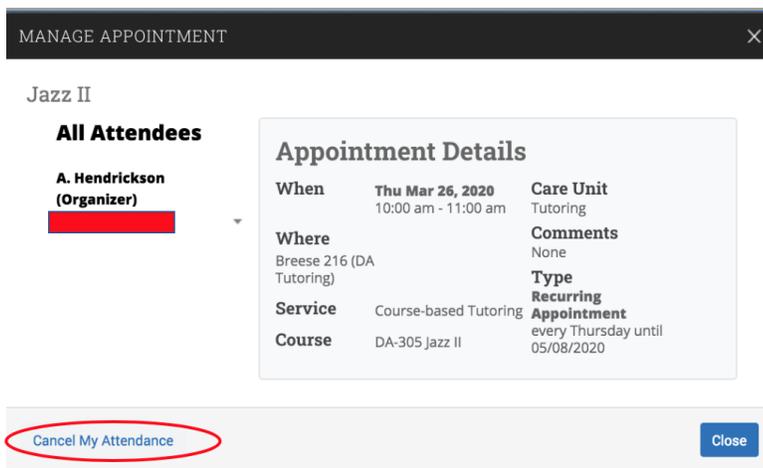
- If you are scheduling a 30-minute appointment for Spanish conversation assistance or an academic skills consultation, you may schedule two back-to-back appointments to receive a full hour of help.
- Students are limited to no more than 1 hour of assistance at a time.

## Cancel an Upcoming Appointment

1. Go to <http://navigate.wcu.edu> and sign in with your Catamount email username and password.
2. On the right hand side of the screen, find the “Upcoming Appointments” box.



3. Click on the appointment you wish to cancel.
4. Click “Cancel My Attendance” in the lower left-hand corner of the details box that pops up.



5. In the drop-down menu under “Reason,” select “Student Cancelled.”
6. Leave a comment explaining why you are cancelling the appointment.
7. Click “Mark as Cancelled” to cancel the appointment.



Jazz II

**All Attendees**

**A. Hendrickson  
(Organizer)**  
Kelsey Willard

### Cancel My Attendance

Reason:

Comments:

Cancel All Future Instances for this Person

Cancel My Attendance