

## Online Services Available from the Writing and Learning Commons

The Writing and Learning Commons will provide the following services for as long as WCU classes continue to meet online. Services will be available to the extent that tutors have the time and capacity to meet with students.

- Course tutoring
- Academic skills consultations
- Spanish conversation assistance

Tutors will connect with students via Zoom. Zoom meetings provide the following options:

- Students with a reliable internet connection will be able to video chat and share documents with tutors.
- Students who do not have a reliable internet connection can dial in to Zoom meetings using their phones.

### 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, or Spanish conversation assistance. Click “Next.”

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 --

-- 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 --

-- 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

- 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.**
- Click “Next.”

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

Any Staff

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

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Next ▶

- 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.
- 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	Close
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	12:00pm 1:00pm 4:00pm

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

- If you would like to receive a text message reminder, check the “Send Me a Text” box and then enter your cell number.
- 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.**
- Click “Confirm Appointment.”
- 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: Michaela Cruickshanks (and up to 4 others)

When: Monday, March 23  
4:00pm - 5:00pm

Why: Course-based Tutoring

Where: Online Tutoring

### Additional Details

Is there anything specific you would like to discuss with Michaela?

We are going over chapter 4 in class, and I have questions about how to differentiate between the digestive, respiratory, and urinary systems.

☒ Send Me an Email

☒ Send Me a Text

Please provide your mobile number

8282272274

Comments for your staff...

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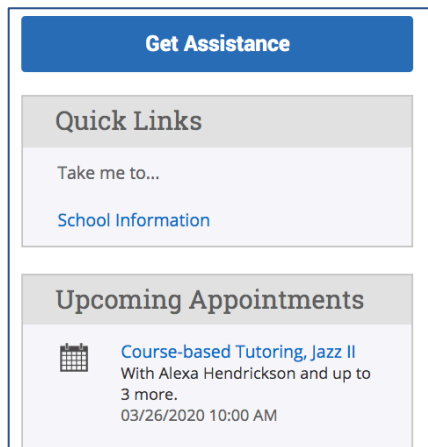
Confirm Appointment

\*Please Note:

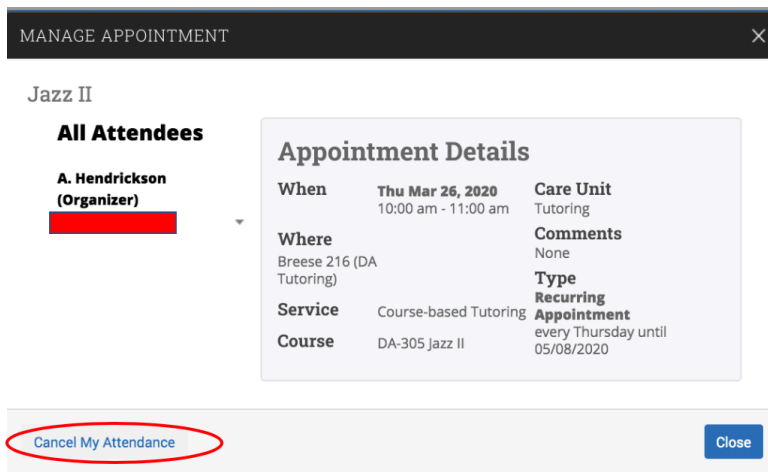
- If you are scheduling a 30-minute appointment for Spanish conversation assistance or an academic skills consultation, you may schedule two back-to-back appointments to receive a full hour of help.
- Students are limited to no more than 1 hour of assistance at a time.

## 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.

MANAGE APPOINTMENT

×

Jazz II

All Attendees

A. Hendrickson  
(Organizer)

Kelsey Willard

Cancel My Attendance

Reason:

Select A Reason

Comments:

So sorry, but I am sick and will not be able to attend

☐ Cancel All Future Instances for this Person

Don't Mark

Mark as Cancelled

Cancel My Attendance

Close