**Online Booking for Tutoring & Learning Strategies**

**What is WCONLINE?**

WCONLINE is an online booking system, where students can make appointments directly with learning supports from any college computer, a smart phone, or even from the convenience of home. It is a system that gives you the flexibility to book your own appointments as needed.

**Booking a Tutoring Session:**

* Any student can book up to two hours of tutoring/week.
* Appointments must be booked at least 48 hrs in advance and can be made up two weeks in advance.

**Booking a Learning Strategies Session:**

* Any student can book a 1:1 appointment with a Learning Strategies Advisor.
* We advise booking one week ahead because appointments fill up quickly.

Please note: The Tutoring and Academic Skills Centre require 24 hours' notice when cancelling a tutoring or learning strategy appointment. If you miss an appointment or cancel without sufficient notice, you may jeopardize your eligibility to continue receiving these services.

**WCONLINE Registration**

**How do I register for Online Booking?**

**Step 1:** **Go to** the WCONLINE website for your campus:

**Frost Campus (Lindsay) and Haliburton Campus:**

<http://mywco.com/frostcampus>

**Sutherland Campus (Peterborough) and Cobourg Campus:**

<https://fleming.mywconline.com/>

**Step 2:** Click on “First visit? Register for an account” at the top of the screen.

**Step 3:** To create a new account, enter required data in the fields marked with an asterisk (\*)

(Passwords must be at least 5 characters long)

**Step 4:** Click “Register”.

**WCONLINE Appointment Bookings**

**Once I’m registered with WCONLINE, how do I book an appointment?**

**Step 1:** **Go to** the WCONLINE website for your campus:

**Frost Campus (Lindsay) and Haliburton Campus:**

<http://mywco.com/frostcampus>

**Sutherland Campus (Peterborough) and Cobourg Campus:**

<https://fleming.mywconline.com/>

**Step 2:** **Enter your log in information** using your user email address and password.

**Step 3: Select the appropriate schedule** from the “choose a schedule” dropdown list, then click “log in”. Note: the system automatically defaults to the Tutoring Schedule, but you can use the dropdown list to switch to the Learning Strategies Schedule.

**Step 4**: **Select the week** for which you would like to make an appointment. You can navigate to different weeks by clicking the options at the top of the screen.

**Step 5:** **Select the focus** using the “Limit to” or “Course” drop down box found at the top of the page if you are booking a tutoring appointment.

**Step 6:** **Select an appointment time** by clicking on a WHITE square at your preferred time. A new appointment booking popup window will open.

**Step 7:** **Identify the topic(s)** you would like covered in the session.

**Step 8: Save the appointment** by clicking the “Save Appointment” button.

**Please Note:** If you cannot find available appointment times that fit your schedule for *Tutoring,* please contact the Tutoring and Academic Skills Centre Coordinator, (Frost/Haliburton campus: Melanie.frain@flemingcollege.ca ; Sutherland/Cobourg campus: Kathleen.conway@flemingcollege.ca ). For *Learning Strategies*, please contact the Learning Strategies team at learningstrategies@flemingcollege.ca.

Please be aware that there are many other supports available to support your academic success such as Math, and Writing Help, as well as Learning Strategies drop-in sessions. For more information see the Drop-in schedule available for your campus at our website below.

**Tutoring & Academic Skills Centre website:**

<http://fleming.libguides.com/tutoring>