Step 1: Log in and under “Choose a Schedule,” select Hawley Center to schedule an appointment with a Hawley tutor. To make a Writing Center appointment, select Simpson Writing Center.

The following page will appear.
White boxes indicate available times
Purple boxes indicate your scheduled appointments
Green boxes indicate filled appointments
Blue boxes indicate no appointment available

Step 2: Select the day, time, and tutor you want.

If there are no times that work for you, select “NEXT WEEK” to see more days/times
To find your writing fellow, click the pull down menu next to “limit to.” Select your SC class to find your writing fellow’s appointments.
Step 3: When you find a time that works, click on the white box. This page will appear.

Fill out the information and be as descriptive as you can.

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**Success!**

Your appointment was successfully added on the following date: September 06, 2015.

If you would like to attach a file to this appointment, click here.

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Step 4: *OPTIONAL* You can upload files to help you and your writing consultant. For example: essays, writing assignments, questions, etc.
Step 5: Your appointment time will appear purple.

To modify, view, or cancel your appointment, select your purple appointment box.

Remember your appointment time and you’re ready to go!

Welcome to WCONLINE 5! To get started, register for an account by clicking the "Click here to register." link to the left.
Click here for a REGISTRATION tutorial.
Click here for a SCHEDULING tutorial.
Click here for a REPORT tutorial.

Click on the “report tutorial” to learn how to make an appointment report.