WCOnline Appointment

sunyocc.mywconline.net
The Learning Center

The Learning Center is the resource for OCC students who want help with their courses.

Students make appointments for tutoring help through a website called WCOnline.

WCOnline is available through almost any device that is connected to the internet.
Online Appointment Scheduling

Making an appointment is straightforward.

You need to know the course you want and your instructor’s name—which you can easily find using WEBACCESS.
Type the web address sunyocc.mywconline.net into the address box and press the Enter key.

NOTE: This will work with most web browsers, not just Chrome.
Appointment Login

This is the actual WCOnline Login page for OCC students.

To Login, input your OCC email and the password you created for WCOnline, then select a schedule from the drop-down box.

Remember, you MUST use your OCC email—which you were required to input when you registered.
Appointment Login

Once you have filled in all the requested information, just click on the Login button.
From Login, you will be taken to the appointment schedule.
Appointment Change Schedule

You can change to a different schedule by clicking here, then clicking on the schedule you want.

The “Course Specific Schedule” will let you set appointments for most courses—Math, Biology, Chemistry, History, Computer Science and so on.

The “Writing Schedule” lets you make appointments for English, Communications and ESL courses.

You can also use the “Writing Schedule” to make an appointment for help with writing a paper for any other course.
You can change to a different schedule by clicking here, then clicking on the schedule you want.

The “Reading Schedule” is mainly only for students who are taking the Reading Lab that goes along with course RDG 093.

But the “Reading Schedule” is also used to make appointments for help with Study Skills.

To make a Study Skills appointment, select course RDG 087 when you get to the scheduling page of WCOnline.
Appointment for the Right Day

Be careful to schedule your appointment for the day and time that you want.

The Schedule page defaults to the CURRENT WEEK.
Click on the Calendar Icon to pick the date you want for your appointment.
Appointment Calendar

A calendar will pop up, with that day highlighted in pink.
A calendar will pop up, with that day highlighted in pink.

If you want to change the month, click on the little > in the top of the pop-up calendar.
A calendar will pop up, with that day highlighted in pink.

If you want to change the month, click on the little > in the top of the pop-up calendar.

In this example, we will click on Thursday, September 3, to set an appointment.
**Appointment Date**

Please make sure you have selected the date you want.
Select the course you want by clicking in the “Limit to” box.
Appointment Limit to

Select the course you want by clicking in the “Limit to” box.

A drop-down box will appear, containing the courses with an available tutor.
Appointment Limit to

Select the course you want by clicking in the “Limit to” box.

A drop-down box will appear, containing the courses with an available tutor.

If needed, scroll down to find your course, then click on it to select it.
Appointment Tutors Available

You will get a list of the tutors who are available for your course on the day you selected.
Now you can click on a little white box at an available time that is good for you.

If you prefer a tutor, and he or she has your desired time available, click that time in the row with his or her name.

Or you can click on your desired time with any tutor. Clicking on a white box will bring up the Appointment Page.
Make sure you have the date and time you want showing on the Appointment Page.

The “Client” is you—your name should be visible here.
The courses this tutor works on are listed here, in red, in large font. Please make sure your course is listed here.

Type the course you want in this box. You do have to type this in yourself.
The courses this tutor works on are listed here, in red, in large font. Please make sure your course is listed here.

Type the course you want in this box. You do have to type this in yourself.

Be sure the course you type is actually on your tutor’s list.
Appointment Page Instructor

Please type your instructor’s name in this box.

If you do not remember your instructor’s name, you can find it by checking your schedule on WEBACCESS.

Type a brief description of what you want to cover during your appointment in this box.
When you have filled in all the requested information, you MUST click on the SAVE APPOINTMENT button.

If you do not click on SAVE APPOINTMENT, your appointment will not be recorded.
You will get a Success! message when you have successfully completed filling out the Appointment Page.

Click on CLOSE WINDOW to close the Appointment Page.
Your own appointment(s) will show up as yellow-colored times on the overall appointment schedule.
Appointment Cancel

If you would like to cancel one of your appointments, bring up your appointments by clicking on the down-arrow next to your name.

From the drop-down menu, click on “My Appointments”.

WELCOME TOM
Update Profile & Email Options
My Appointments
Log Out

September 3 - September 9
Course Specific Schedule
Limit to:

Onondaga Community College
Appointment Cancel Page

This will bring up the Appointment Page for the appointment you want to cancel.

Make sure to check the information to be sure you are canceling the correct appointment.

Then click on CANCEL THIS APPOINTMENT.
Appointment Cancel Page

You will be asked to confirm that you want to cancel this appointment.

Please double check, to be sure you are canceling the correct appointment.

Click OK if you are sure, or Cancel if you are not sure.
Appointment Cancel Success

You will get a Success! message when you have successfully canceled the appointment.

Click on CLOSE WINDOW to close the Appointment Page.
Appointment Back Home

You will be brought back to the overall schedule page.
You can click on the down-arrow next to your name, to update your profile or check your appointments.

Or you can click on Logout, if you are all done using the scheduling program.
Appointments Done

You will be brought back to the original Login page.