

## How to sign up for an E-tutoring Appointment

E-tutoring appointments are done asynchronously and are essentially email sessions. You upload your paper when making your appointment and your Writing Assistant reviews it at the set appointment time.

1. Go to [immaculata.mywconline.com](http://immaculata.mywconline.com)
2. Log on – first time users will have to register using their Immaculata email address. Once logged on, you will be able to see our full schedule:

⌚ Sep. 6: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Claire Duncan Face-to-face, online, eTutoring										
Eleana Kriebel Face-to-face, online, eTutoring										
Erica O'Mahony Face-to-face, online, eTutoring										
Jared Viz Face-to-face, online, eTutoring										
Kathy Hernandez Face-to-face, online, eTutoring										
Mikayla Persing Face-to-face, online, eTutoring										
Nina DiBello Face-to-face, online, eTutoring										
⌚ Sep. 7: THURSDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Claire Duncan Face-to-face, online, eTutoring										
Erica O'Mahony Face-to-face, online, eTutoring										
Nina DiBello Face-to-face, online, eTutoring										
Samantha Snider Face-to-face, online, eTutoring										
Sister Claudine										
Sister Elaine										

3. Click on any white space to book an appointment. A separate window will appear:

### Erica O'Mahony

Fill out the form below in order to save this appointment. Questions marked with a \* are required.

**Email:** [eomahony@immaculata.edu](mailto:eomahony@immaculata.edu)

**Location:** Writing Center; 1st Floor Gabriele Library

**Bio/Information:**  
Erica is the Assistant Director of the Writing Center. As a professional writing assistant, she is available to work with undergraduate and graduate students.

**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

**Time:** Thursday, September 07:  to

**Meet Online?**

**Online, face-to-face, and eTutoring appointments are available.** If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation." If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

**Course name and number:** \*

If you selected "other," please tell us the name and number of your class (example: ENG 107: Composition II):

**Instructor:** \*

4. In the first drop down menu select "Yes- Schedule e-Tutoring Appointment."

Time: Thursday, September 07: 12:30pm to 1:00pm

Meet Online?

- No - Meet Face-to-Face at the Center
- No - Meet Face-to-Face at the Center
- Yes - Schedule Online Appointment
- Yes - Schedule eTutoring Appointment**

Appointments are available. If you wish to schedule an appointment, click "Schedule Appointment" and click "Start or Join Online Consultation." If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

5. Fill out the other information as appropriate.
6. Click "Save Appointment." The following message will then appear:

**Success!**

Your appointment was successfully added on the following date: September 7, 2017.

If you would like to **attach a file** to this appointment, [click here](#).

[CLOSE WINDOW](#)

7. Click "Click here" to upload your paper to WConline.

At the time of your appointment, your Writing Assistant will review your paper. After the appointment, you will be able to retrieve your reviewed paper with comments attached. To retrieve your reviewed paper, log onto WConline at [immaculata.mywconline.com](http://immaculata.mywconline.com). Click on your appointment slot (your appointments are in yellow). A new window will appear: Scroll all the way to the bottom to download the reviewed paper:

Anything else you would like us to know?

Attached Files:

- » [Download Document #1](#)
- » [Download Document #2](#)

[SAVE CHANGES](#) [CANCEL THIS APPOINTMENT](#) [CLOSE WINDOW](#)