



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 to 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):

<http://mywco.com/frostcampus>

Sutherland Campus (Peterborough):

<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 (*) ensuring you use your Fleming email address. (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):

<http://mywco.com/frostcampus>

Sutherland Campus (Peterborough):

<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, (e.g. FROST: *Frost Fall 2018 Tutoring or Frost Fall 2018 Learning Strategies* OR SUTHERLAND: *Sutherland Fall 2018 Tutoring or Sutherland Fall 2018 Learning Strategies*), then click "log in".

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.

If you are having difficulties booking your appointments, please see the *video demonstration* on the Tutoring & Academic Skills Centre website under the "Tutoring" tab.

Please Note: If you cannot find available appointment times that fit your schedule for *Tutoring*, please see the Tutoring and Academic Skills Centre, (Frost campus: Rm 225; Sutherland campus: Rm C1203.2). 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 (see the Drop-in schedule available at your particular campus).

Tutoring & Academic Skills Centre website:

<http://flemingcollege.ca.libguides.com/taas>