

Appointment Procedures for **WCOnline**

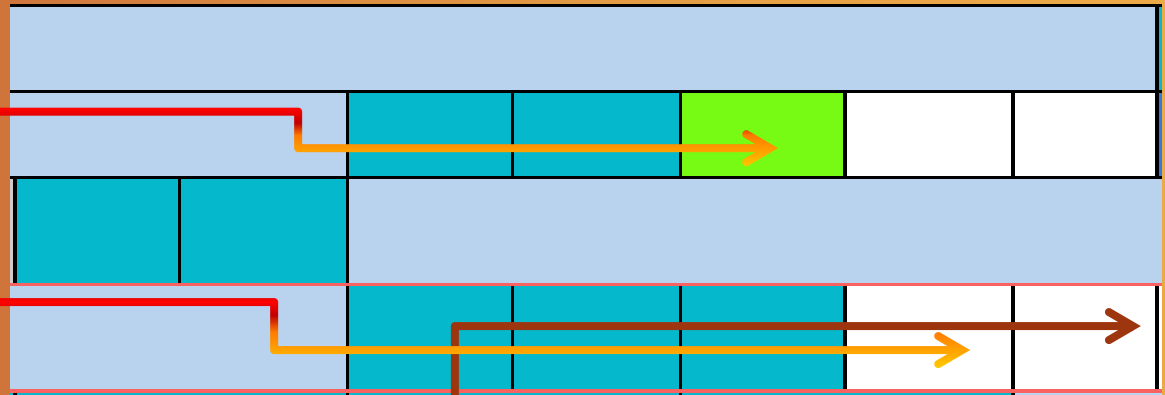
at the LRC Tutoring Center

Color Codes

Your own appointment (green)

Available time (white)

Already reserved (turquoise)



Once at “Tutoring Services”

Tutoring Services

New [Online Tutoring](#) options available

The Tutoring Center in LRC 212 provides free tutoring for Saddleback College students.

[Register for TU 300](#), a free no-unit course.

OPEN SPRING - January 23, 2017- May 24, 2017

Monday - Thursday: 8:00 am - 8:00 pm

Friday: 8:00 am - 2:00 pm

Closed: Saturdays, Sundays, and Holidays*

*Holidays: February 17, 20 & March 20-24

Schedule an appointment

at: <https://saddleback.mywconline.com>

We have tutors who can help with paper writing, math, science, foreign language, ESL, and *many* more subjects. For more information, see the [Make a Tutoring Appointment](#) page.

In addition to general tutoring, our available services include [online tutoring](#) options, Basic Skills Initiative tutoring, [TOEFL workshops](#), and the [PASS program](#).

Questions or concerns call (949) 582-4519 or email sc tutoring@saddleback.edu or visit the front desk of the Tutoring Center (LRC 212)



[Register for TU 300](#)

[Make a Tutoring Appointment](#)

[Online Tutoring & Paper Center](#)

[Tutor Schedules](#)

[Directed Learning Activities](#)

[PASS, Program Assisting Student-Athlete Success](#)

[TOEFL Workshops](#)

[Tutor Resources & PD](#)

[Faculty Resources & Embedded Tutoring](#)

[Become a Tutor](#)

[Donate Here](#)

Location: [LRC 212](#)

Phone: (949) 582-4519

sc tutoring@saddleback.edu

Monday - Thursday: 8 am - 8 pm

Friday: 8 am - 2 pm

Closed: Saturdays, Sundays, and Holidays*

*Holidays: February 17, 20 & March 20-24

click on:

“To make a tutoring appointment click online-here!”

First time visitor, select
"Register for an account."

Saddleback College

First visit? [Register for an account.](#)
Returning? [Log in below.](#)

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to **stay logged in:** [?](#)

LOG IN

Having trouble logging in? [Reset your password.](#)

Using screen reader software? [Access the text-only scheduler.](#)

Create a New Account

Fill out the form below in order to create a new account on this system. Questions marked with a * are required.

Email Address: *

First Name: *

Last Name: *

Telephone Number: *

Standing: *

Major: *

First or Home Language: *

How did you hear about the LRC Tutoring Center? *

Student ID: *

Password

Password: *

Re-Enter Password: *

In order to register, students must
Create a New Account with **WCO**Online.

You can use any email and password you
want.

Once students create an account, they can login to access the LRC Online Tutoring schedule by using their email and password.



Saddleback College

You have successfully logged out of the system.

First visit? [Click here to register.](#)
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to **stay logged in:** [?](#)

Having trouble logging in?
[Click here to reset your password.](#)

Using screen reader software?
[Click here for the text-only scheduler.](#)

Students can also reset their password



Your name should be located on the top left corner.

If the name is not correct, please logout and login again.

Clicking on "Limit to: show all" allows students to choose the subjects.

The screenshot shows a web-based course schedule interface. At the top, it displays 'WELCOME, MARIKO' on the left and 'SCHEDULE April 7 - April 13 LRC Tutoring-Spring 2017' on the right. Below the welcome message, there are navigation links for 'PREV WEEK', 'CURRENT WEEK', and 'NEXT WEEK'. A 'Limit to:' dropdown menu is open, showing a list of subjects including ACCOUNTING, ARABIC, BIOLOGICAL ANTHROPOLOGY, CULTURAL ANTHROPOLOGY, ECONOMICS, ENGLISH, ESL (highlighted), FARSI, FRENCH, GERMAN, HISTORY, HUMANITIES, ITALIAN, LOGIC, PHILOSOPHY, POLITICAL SCIENCE, PSYCHOLOGY, READING, and SPANISH. The main schedule area is a grid with columns for time slots (8:00am, 9:00am, 10:00am, 1:00pm, 2:00pm, 3:00pm, 4:00pm) and rows for dates (Apr. 7: FRIDAY, Apr. 10: MONDAY) and student names with their subjects. Annotations include a red arrow pointing to the name 'MARIKO', a yellow arrow pointing to the 'Limit to:' dropdown, and a yellow arrow pointing to the 'ESL' subject in the dropdown list.

How to make an appointment

Locate a tutor on the schedule.

There is a row for each tutor showing:

- Available time (white) ←
- Unavailable time (light blue) ←

Apr. 11: TUESDAY	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Aliya Paracha-ENGLISH ↵	Unavailable (light blue)						Available (white)
Austin Fraser-ENGLISH, PHILOSOPHY, LOGIC ↵	Unavailable (light blue)					Available (white)	Unavailable (light blue)
Brian Salgado-SPANISH ↵	Unavailable (light blue)					Available (white)	Unavailable (light blue)
Dick McConaughy-ENGLISH, ESL, PSYCHOLOGY ↵	Unavailable (light blue)	Unavailable (light blue)	Unavailable (light blue)	Unavailable (light blue)	Unavailable (light blue)	Available (white)	Unavailable (light blue)
Don MacDonald-ESL ↵	Unavailable (light blue)				Available (white)	Unavailable (light blue)	Available (white)
Habib Hosseiny-ESL ↵	Unavailable (light blue)	Unavailable (light blue)	Available (white)	Unavailable (light blue)	Available (white)	Unavailable (light blue)	Unavailable (light blue)
Jillian Chapman-HUMANITIES ↵	Unavailable (light blue)						
Michael Rosenkrantz-ENGLISH ↵	Unavailable (light blue)			Available (white)	Unavailable (light blue)	Available (white)	Unavailable (light blue)

Continue...

Click on a white box.

A new window will open with the tutor's name.

Fill out all of the sections.

Press "Save Appointment."

Habib Hosseiny-ESL

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

Location: LRC 212

Bio/Information: Tutors: English as a Second Language *** Specializes: ESL writing, conversation, grammar, linguistics

Appointment Limits: Appointments must be 30 minutes in length.

Time: **REPEAT APPT.** Tuesday, April 11: 11:00am to 11:30am

Client: Green, Mariko (marikogreen31@gmail.com)

Course: -- please select -- *

Instructor: *

Describe the assignment or topic you would like help with: *

Write a question you want to ask your tutor: *









Appointment Focus: -- please select -- *

Admin Options: Walk-In/Drop-In: | Missed: | Placeholder: ? | Email Client? ?

SAVE APPOINTMENT **CLOSE WINDOW**

Continue...

After the appointment has been made, the color of the box will turn from **white** to **green**.

Apr. 11: TUESDAY	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Aliya Paracha-ENGLISH 							
Austin Fraser-ENGLISH,PHILOSOPHY,LOGIC 							
Brian Salgado-SPANISH 							
Dick McConaughy-ENGLISH,ESL, PSYCHOLOGY 							
Don MacDonald-ESL 							
Habib Hossainy-ESL 							
Jillian Chapman-HUMANITIES 							
Michael Rosenkrantz-ENGLISH 							

How to cancel an appointment

Click on the time of your appointment. ←

A new window will open with your appointment information. ←

Press "Cancel This Appointment." ←

The image shows a weekly appointment calendar grid. The columns represent hours from 8:00am to 2:00pm. The rows represent days of the week. A specific appointment is highlighted in green in the 11:00am slot of Monday, April 24. Yellow arrows point from the text instructions to this highlighted slot.

Brian Salgado-SPANISH

Use the form below to modify, view, or cancel this appointment. Questions marked with a * are required.

Location: LRC 212

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

Time: **Monday, April 24:** 10:30am to 11:00am
Created: Apr. 20, 2017 (9:33 am) by Sherri Dadsetan.

Client: **Mariko Green**
marikogreen31@gmail.com

Course: -- please select -- *

Instructor: *

Describe the assignment or topic you would like help with: *

Write a question you want to ask your tutor: *

Appointment Focus: SPANISH *

Admin Options: Walk-In/Drop-In: | Missed: | Placeholder: ⓘ | Email Client? ⓘ
[MOVE APPT.](#) [Add New Client Report Form.](#)

Questions?

By email: sctutoring@saddleback.edu
or by phone: 949-582-4519