



# the STUDENT SUCCESS CENTER

## How to Register for WC Online

1. Visit <https://villa.mywconline.com/>
2. Click "Register for an account"



3. **Create a new account** by completing all required fields and hitting "register" below.
  - Use your Villa email and Villa password when you sign up for the system. (This will help you remember how to log in!)
  - Sign up for email reminders! It will help you remember your appointments.
  - Sign up for text message options! It will help you remember your appointments!
4. **Sign in** to the system! Go back to <https://villa.mywconline.com/> and use your email and password to start signing up for appointments.

**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:  -- please select --

Graduation Year:  -- please select --

Major:  \*

Student ID:

**Password**

Password:  \*

Re-Enter Password:  \*

**Email Options**

Send an Email:

When I make an appointment.	<input type="checkbox"/> Yes
When I modify an appointment.	<input type="checkbox"/> Yes
When I delete an appointment.	<input type="checkbox"/> Yes
When an announcement or mass email is sent.	<input type="checkbox"/> Yes
To remind me of my upcoming appointment.	<input type="checkbox"/> Yes

Include iCal Link?  No

**Text Message Options:**

You have the option of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. If you would prefer to receive text message notices, enter your ten-digit cell phone number and select your carrier below.

**Charges may be incurred by sending text messages to your cell phone. You are agreeing to be responsible for such charges by using this optional feature.**

CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):

CELL PHONE CARRIER:  -- select carrier --

Having trouble? Email [studentsuccess@villa.edu](mailto:studentsuccess@villa.edu) or stop by the Student Success Center and we will work to meet your needs!



# the STUDENT SUCCESS CENTER

## How to Sign up for an appointment on WC Online

1. When you have registered an account, **log in** using your email and password. (You should have signed up with your Villa email and Villa password)
2. **Select the calendar** from the drop down menu that you would like to make the appointment on (for tutoring—Select Tutoring Calendar).
3. Once you are on the calendar, you can **filter for the type of tutoring appointment** that you would like to make (writing, math, time management)
4. White slots are when a tutor is available! To **make an appointment**, click on a white box.

Villa Maria College

You have successfully logged out of the system.

First visit? Register for an account.  
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

SELECT A CALENDAR:  
Tutoring Fall 2018-- SSC

Check box to stay logged in:

LOG IN

Having trouble logging in? Reset your password.  
Using screen reader software? Access the text-only scheduler.  
Receiving unwanted text messages? Remove your cell phone number.

Villa Maria COLLEGE

WELCOME, Student ▾

September 4 - September 10 Tutoring Fall 2018-- SSC

◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

HELP? Lim to: Writing

Sep. 4: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Donna Yaeger							
Emily Green							

  

Sep. 5: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Alissa Kowalski							
Chris Coughlin							
Donna Yaeger							
Emily Green							

5. Once you have selected a time slot, sign up for an appointment. You can sign-up for a 30 or 60 minute time slots (actual appointments will last 25 or 50 minutes). Let the tutor know what you want to cover in your session. **Save the appointment** and you are all set!

Writing Tutor

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

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

Time: Tuesday, September 04: 11:00am to 11:30am

Course: -- please select --

Instructor:

What would you like to work on during this appointment?

SAVE APPOINTMENT CLOSE WINDOW

Having trouble? Can't find the subject you need tutoring for? Email [studentsuccess@villa.edu](mailto:studentsuccess@villa.edu) or stop by the Student Success Center and we will work to meet your needs!