Book an Appointment:

- You will need to access the ISC’s calendar system ([https://warren.mywconline.com/](https://warren.mywconline.com/))
  - Be sure to use either Chrome or Firefox as your browser.
- Log in to the system using the email address and password you created at the time of registration. **First time users will need to click the registration link below:**
  - First visit? [Register for an account](#).
- Select the course from the drop down menu at the top of the page and **select the course** (example: MAT 110) – this will filter the system to show tutor availability. White blocks of time indicate open availability; Blue blocks indicate timeslots that are already booked; Purple blocks indicate when the tutor **IS NOT** available.
- Please be aware of the difference between the two types of tutoring sessions offered:
  - **Online** (virtual face-to-face sessions - **RECOMMENDED**) vs. **e-Tutoring** (see below).
- **You may schedule up to 1 hour of tutoring time per week, per subject. Requests for additional time will be considered on a case by case basis.**

Same Day Appointment Requests:

Please be aware...

- The ISC scheduling system **does not allow students to create same day** tutoring appointments! Same day appointments are not always possible, as tutors may no longer be available that day. To make a same day appointment request, you must email me the following:
  - Your name, phone number and email address – to be notified if the request can be met.
  - Timeslot you are requesting
  - Class Course Code (ex. MAT 110)
  - Name of your professor

Access Your Appointment:

A few minutes prior to the time of your scheduled appointment, you will need to do the following:

- Access the ISC tutoring calendar by logging into the ISC system ([https://warren.mywconline.com/](https://warren.mywconline.com/))
  - Be sure to use either Chrome or Firefox as your browser.
- Click on your appointment which will appear in yellow.
- Click on **“Start or Join Online Consultation”**.
- The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.
  - If you do not have camera and microphone capabilities on your computer, you can use the chat feature to communicate.
- Your tutor will follow the same procedures to join the session.
- You will now be ready to interact via a **virtual face-to-face tutoring** in real time.
- It is highly recommended that if you have recurring appointments, you should update the section of each appointment with as much detail as possible, as to **“What you would like to work on today?”**, so that your tutor can best prepare for your session.

E-Tutoring:

E-Tutoring sessions are **only available with writing tutors** and requires the students to upload the written assignment into the appointment block; Tutor makes edit suggestions, then sends it back to student. You may wish to refer to the attached **ISC System Access** document which includes screenshots to assist you with this process.

If you have any difficulty logging into the system, or have any questions or concerns, please email me at lynchr@warren.edu, or visit me at the **ISC’s Virtual Front Desk** (click [here](#) for hours & access link), and I will be happy to assist. Thank you in advance! ~ Rose

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**As WCCC continues to assess the changing needs in this remote environment, changes to the ISC’s tutoring limits may require a reduction in tutoring session time. We will keep you posted regarding such changes. Thank you for your patience and understanding!**