

To Make Online or On-Campus Tutor Appointment:

- 1) Go to <https://rcc.mywconline.net>
- 2) Create an account if you don't have one. You will need to use your @roxbury.edu email address and create a 10-character password (next to "First Visit?").
- 3) Select the "Tutoring Schedule" by clicking on the dot next to it on the Wconline home page.
- 4) Log in with your @roxbury.edu email address and the 10-character password you created.
- 5) Select an available time slot (in white) and fill in the fields. You are able to select either "Online" or "Face-to-Face" (on-campus) appointment. (You are able to attach a document, a paper you are working on, or course materials to share with the tutors.) Make sure to "Save" the appointment.
- 6) At designated start time for the "Online" appointment, click on the appointment you made (now in gold) and then click on the red words - "join online session". *Your browser will then ask you to give video permission (you will need a webcam on your device in order to video chat).
- 7) The tutor should be visible in video chat, or will join the chat shortly.
- 8) For the "Face-to-Face" appointment, you will meet on-campus in Building 3, 2nd floor, Room 203.
- 9) Please be prepared for the appointment with any materials you may need. Be specific with your questions. Communicate with the tutor about your goals for the session.
- 10) For Writing Tutoring: If you have attached a paper for the tutor to read, the tutor will chat with you about it (if you use the video chat link) and then take some time to read it. They will then have questions for you in order to develop your essay. If you don't want to use the video chat option but just want feedback on a paper, you can attach a paper to the appointment form, leave a comment that you want feedback, and the tutor will give feedback within a day via the appointment form.

(Questions about tutoring, or if you need to reset a Wconline password, send an email to Joyce Atkinson, Coordinator of Learning Resources, at jatkinson@rcc.mass.edu)

Academic Advising online:

- 1) You can now log onto WConline <https://rcc.mywconline.net> to make an appointment to video chat with an advisor.
- 2) Create an account with your @roxbury.edu email address and a 10-character password if you don't have one. Then Select the "Academic Advising" schedule and log in.
- 3) Click on an open white appointment box at an available day and time, fill in the required fields and save the appointment.
- 4) When it is time for your appointment, click on your gold appointment slot at the designated time and click on "join online session", then *allow your browser to access video chat. An advisor will then chat with you. Wait a few minutes if they are not there yet.

Questions about advising? Contact an Academic Advisor through email:

Mimosa Nguyen-Ha – mnguyenha@rcc.mass.edu

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