



WCONLINE

Student Success Center tutoring schedules are available to students with WCONLINE. You can schedule your own appointments from anywhere and at any time!

To log in, view the schedule, and make or modify appointments, go to <https://citadel.mywconline.com>. The first time you log in to WCONLINE, you'll be prompted to register for an account.

Make an Appointment

When viewing the tutoring schedule, you can toggle between schedules, select different weeks, or limit tutors by focus by using the navigation features near the top of the page. The schedule is color-coded as follows:

- White blocks = Available
- Dark blue blocks = Not available
- Light blue blocks = Other appointments
- Yellow blocks = Your appointments

To make an appointment, click on the white block of your choice and complete the appointment form.

Appointments are in 30 minute blocks, and you may schedule up to one hour per appointment.

You may want to upload a file with your appointment, such as a paper or an assignment. Please do this at least three hours before the start of your appointment.

Writing Appointments

One hour is recommended for most writing appointments. We ask that if you want to have a paper edited you attach your paper to your writing appointment in advance. Please try to do this at least 3 hours before your scheduled appointment time.

Public Speaking Lab

Appointments can range from 30-50 minutes so make sure to upload PowerPoints and/or assignment details so the tutor is prepared when you arrive.

Waiting List

WCONLINE has a waiting list feature. To put your name on a waiting list for an available appointment, click the blue link that says waiting list for the day that you want to come in. After you click the link, choose the tutor you wish to work with, and the times you are available. You will automatically be notified when an appointment becomes available.

Cancel or Modify Your Appointment

To cancel or modify your appointment, just log in to <https://citadel.mywconline.com>, click on your yellow appointment, and make the relevant changes. When canceling, please give at least one hour of advanced notice, so another student has the opportunity to take that session.

Missed Appointment Policy

If you miss (without canceling) two of your scheduled sessions, WCONLINE will block you from making additional appointments. If this happens to you, you will need to contact the Student Success Center to explain your situation at 843-953-5305, or sscenter@citadel.edu.

Feedback Survey

After you meet with a tutor, a survey will be emailed to you. Please remember to tell us about your experience!

Need Help?

If you need help using WCONLINE, you can always call the Student Success Center at 843-953-5305, or email us at sscenter@citadel.edu.