

# How to Schedule a Tutoring/Writing Center Appointment – Student Guide to WC Online

Saint Michael's College offers free Peer Tutoring and Writing Center support for all students. Please note: **All peer tutoring sessions require online sign up.** Writing Center sessions are either via sign-up or drop-in during open hours. View our instructions on how to schedule below! 😊

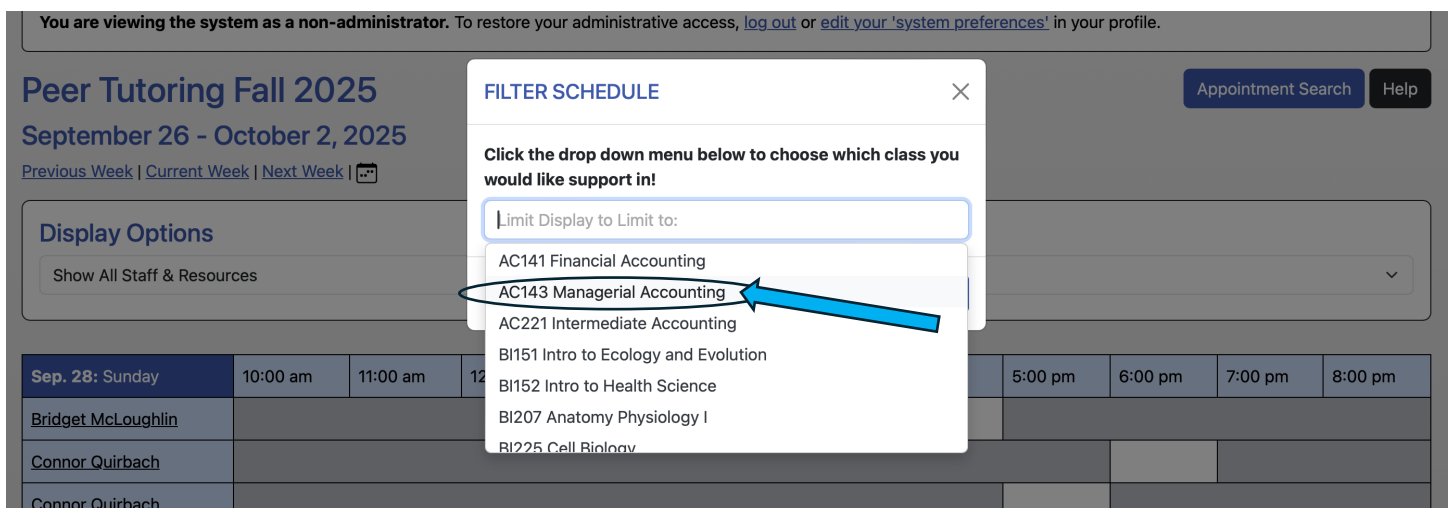
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**Step 1:** Click on our WC Online scheduling link: <https://smcvt.mywconline.com/> or copy and paste it into a search engine.

**Step 2:** You're now at the Welcome Page. Click on the center you would like to use.



**Step 3:** You will find a drop-down menu for Peer Tutoring: click on the class you would like support in. *This drop-down menu won't appear on the writing center page: skip to step 4.*



**Step 4:** Next, choose an available day and time. White slots show availability.

September 26 - October 2, 2025  
[Previous Week](#) | [Current Week](#) | [Next Week](#) | 🗓️

**Display Options**

Show All Staff & Resources      AC143 Managerial Accounting Only

Sep. 28: Sunday	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Connor Quirbach											
Sep. 29: Monday	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Dana Welch											

**Step 5:** After selecting a time block, mention what you'd like support in—you can also attach any documents you wish to share with your tutor/coach. Scroll down to create appt.

all 2025  
October 5, 2025  
[Next Week](#) | 🗓️

### Create New Appointment

Monday, Sep. 29, 2025 | 7:00 pm to 8:00 pm [Repeating Options](#)

Dana Welch | Peer Tutoring Fall 2025  
Staff/Resource Email: [dwelch2@mail.smcvt.edu](mailto:dwelch2@mail.smcvt.edu)  
Location: Library 337

**APPOINTMENT LIMITS:** Appointments must be 1 hour in length.

#### Appointment Details

Questions marked with a \* are required.

What would you like to work on today? \*

I would like some support studying for my upcoming exam--thanks!

#### Appointment Focus \*

AC143 Managerial Accounting

#### File Attachments

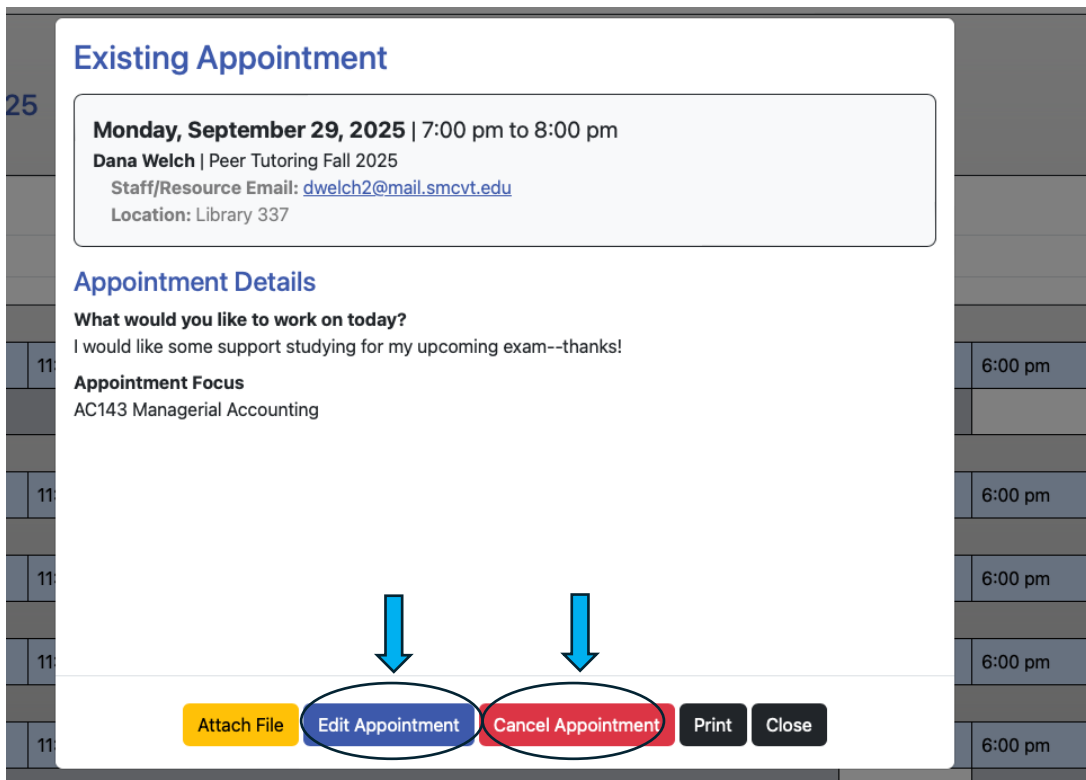
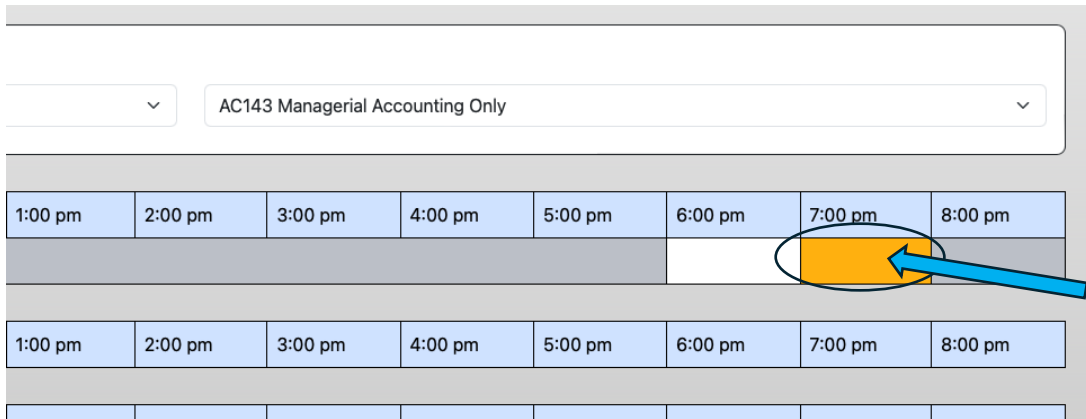
To attach a file to this appointment, use the options below. File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, .xlsx.

File	Document Title
Choose File    no file selected	
Choose File    no file selected	
Choose File    no file selected	

[Create Appointment](#)

**Step 6:** Congratulations! Your appointment was made! You'll receive a confirmation email listing the date, time, location, and tutor/writing coach. Woohoo! 😊 Your appointment will appear in orange.

- **To cancel or edit an appointment**, click on your orange slot. Choose between “Edit Appointment” or “Cancel Appointment”



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If you have any questions or are having trouble, please email Dina Alsaffar at [dalsaffar@smcvt.edu](mailto:dalsaffar@smcvt.edu).  
*Please note that not all courses offer peer tutors; if you're in a class that doesn't have a tutor and would like support, please reach out to Dina.*