

Tutoring Services Available from the Writing and Learning Commons

The Writing and Learning Commons provides the following services. Virtual appointments are available. For virtual appointments tutors will conduct sessions via Zoom, so please be sure you have a reliable internet connection and a quiet place to work from.

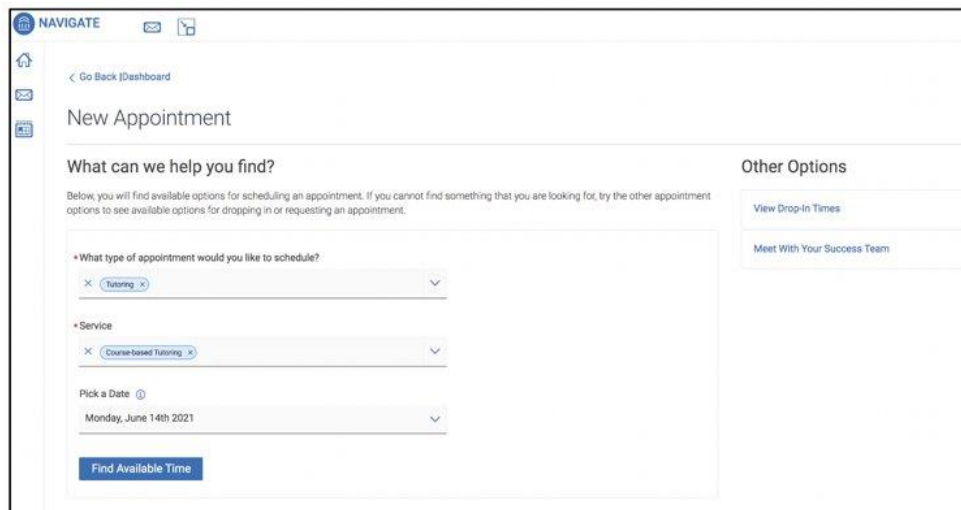
- Course tutoring
- Academic skills consultations
- Writing tutoring
- Spanish conversation assistance

How to Make an Appointment with a WaLC Tutor

1. Go to <http://navigate.wcu.edu> and sign in with your Catamount email username and password.
2. On the right-hand side of your Navigate homepage, click “Get Assistance.”

Get Assistance

3. In the first drop-down menu (“What type of appointment would you like to schedule?”), select “Tutoring.”
4. In the second drop-down menu (“Service”), select either academic skills consultation, course-based tutoring, writing tutoring, or Spanish conversation assistance.
4. In the third drop-down menu (“Pick a date”), select the date from the calendar that you wish to schedule your appointment.



5. Click “Find Available Time”. A list of available appointment times will appear along with the tutors that are available at each location. You can click the link next to the tutors’ initials to see their full name.

a. Note: If you selected ‘course tutoring’, you must select the course you need tutoring for under the appropriate location for appointment times to show up.



Please select one of the courses below to see available times at this location.
Financial Acct-A User Perspect (ACCT-251)

6. If you want to schedule a virtual appointment, select an appointment time under 'Online Tutoring'.
7. If you want to schedule an in-person appointment, select an appointment time under the corresponding location.

Go Back Dashboard

New Appointment

All Filters Start Over Tutoring Course-based Tutoring General Chemistry I

What type of appointment would you like to schedule?

☒ Tutoring

Service

☒ Course-based Tutoring

Pick a Date

June 2021

Su Mo Tu We Th Fr Sa

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30

Staff

2 Locations

Online Tutoring

BG IM MH NA TA 5 People

10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM 5:00 - 6:00 PM 6:00 - 7:00 PM 7:00 - 8:00 PM

Writing and Learning Commons, Belk 207



TA 1 Person

2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM

Online sessions will be conducted over Zoom.

The location of face-to-face sessions will be listed here.


8. If you have a specific tutor you prefer to see, you can also enter their name or select it from the drop-down menu at the bottom left of the screen. You can also schedule via the tutor's personal availability link if they have provided their link to you.

NAVIGATE 31  


< January 2021 11 >

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						


Staff

Search by name 

Location

Search by name 

Course

Human Anatomy-Physiology I (BIOL-291) 

9. Select the time you want to schedule your appointment for to see the appointment details and to confirm.

10. Enter any comments you have for the tutor and your phone number if you wish to receive a text reminder.

- a. **IMPORTANT: Leave a comment for your tutor to let them know what you would like to discuss in your appointment. This will help to ensure that your tutor is prepared and that your time is spent efficiently.**

⚠ This is a group appointment with Mattie Davenport and up to 4 other(s)

What type of appointment would you like to schedule?	Service
Tutoring	Course-based Tutoring
Date	Time
01/27/2021	10:00 AM - 11:00 AM
Location	
Online Tutoring	
Staff	
Mattie Davenport	
Details	
Please bring your textbook and notes.	
URL / Phone Number	
https://wcu.zoom.us/j/84874234416	
Course	
Human Anatomy-Physiology I (BIOL-291)	

Course
Human Anatomy-Physiology I (BIOL-291)

Would you like to share anything else?

Add your comments here

☒ Email Reminder
Reminder will be sent to hbaker2@catamount.wcu.edu

☒ Text Message Reminder

Phone Number for Text Reminder

555-555-5555

Schedule

11. Click "Schedule".

12. Once your appointment is scheduled you will receive a confirmation email with your appointment details. If you scheduled a virtual appointment, the Zoom link will be included.

[Appointment Notification] Writing Tutoring @ Jan 25 2021 2:00pm - 2:30pm ET

<https://wcu.zoom.us/j/84874234416>

Join our Cloud HD Video Meeting

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems. Zoom Rooms is the original software-based conference room solution used around the world in board, conference, huddle, and training rooms, as well as executive offices and classrooms. Founded in 2011, Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Zoom is a publicly traded company

WCU.ZOOM.US

Organizer	Location
Mattie Davenport	Online Tutoring
Topic	Date of Appointment
Writing Tutoring	01/25/2021
Comments	Time
N/A	2:00pm - 2:30pm ET

***Please Note:**

- If you are scheduling a 30-minute appointment for Spanish conversation assistance or an academic skills consultation, you may schedule two back-to-back appointments to receive a full hour of help.
- Students are limited to no more than 1 hour of assistance at a time.

How to View Drop-in Times

1. Go to <http://navigate.wcu.edu> and sign in with your Catamount email username and password.
2. On the right-hand side of your Navigate homepage, click “Get Assistance.”



3. On the right-hand side of the screen click ‘view drop-in times’.

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

*What type of appointment would you like to schedule?

*Service

Pick a Date ⓘ

Monday, July 19th 2021

Find Available Time

Other Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

4. In the first drop-down menu (“What type of appointment would you like to schedule?”), select “Tutoring.”
5. In the second drop-down menu (“Service”), select the service you wish to view drop-in times for (*Writing Tutoring, Course-based Tutoring, etc.*)
6. Click ‘Find Available Time’.

View Drop-In Times

What can we help you find?

Below, you will find available options for dropping in for an appointment. If you cannot find some to see available options for scheduling or requesting an appointment.

*What type of appointment would you like to schedule?

Tutoring

*Service

Writing Tutoring

Find Available Time

7. Select the location you want to view drop-in times for. If the location you are looking for is does not appear, that means there are no drop-in times available for that location.

[Writing and Learning Commons, Belk 207](#)

Don't see anything that works for you?

[Schedule an Appointment](#)

There may be other locations that support scheduling Appointments.

Writing and Learning Commons, Belk 207

Jordan Rains

Friday

2:00 PM - 6:00 PM

June 28, 2021 - July 30, 2021

Tuesday, Thursday

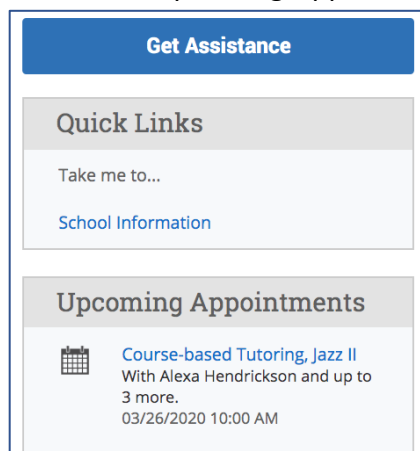
9:00 AM - 6:00 PM

June 29, 2021 - July 30, 2021

You can come in as a walk in or make an appointment.

Cancel an Upcoming Appointment

1. Go to <http://navigate.wcu.edu> and sign in with your Catamount email username and password.
2. On the right hand side of the screen, find the "Upcoming Appointments" box.



3. Click on the appointment you wish to cancel.
4. Click "Cancel Appointment" in the lower left-hand corner of the details box that pops up.

MANAGE APPOINTMENT

Writing Tutoring

All Attendees

add new

remind

message

M. Davenport (Organizer)

cancel

remind

message

Tabby Price

cancel

remind

message

Appointment Details

[edit]

When

Mon Jan 25, 2021
2:00pm - 2:30pm ET

Care Unit
Tutoring

Where

Online Tutoring

Comments
None

Service

Writing Tutoring

Type
One Time Appointment

Course

N/A

URL

<https://wcu.zoom.us/j/84874234416>

Cancel Appointment

Delete Appointment

Close

5. In the drop-down menu under “Reason,” select “Student Cancelled.”
6. Leave a comment explaining why you are cancelling the appointment.
7. Click “Mark as Cancelled” to cancel the appointment.

MANAGE APPOINTMENT

Writing Tutoring

All Attendees

add new

remind

message

M. Davenport (Organizer)

cancel

remind

message

Tabby Price

cancel

remind

message

Cancel Appointment

Cancel Appointment For:

Entire Appointment

Reason:

Student Cancelled

Comments:

Don't Mark

Mark as Cancelled

Cancel Appointment

Delete Appointment

Close