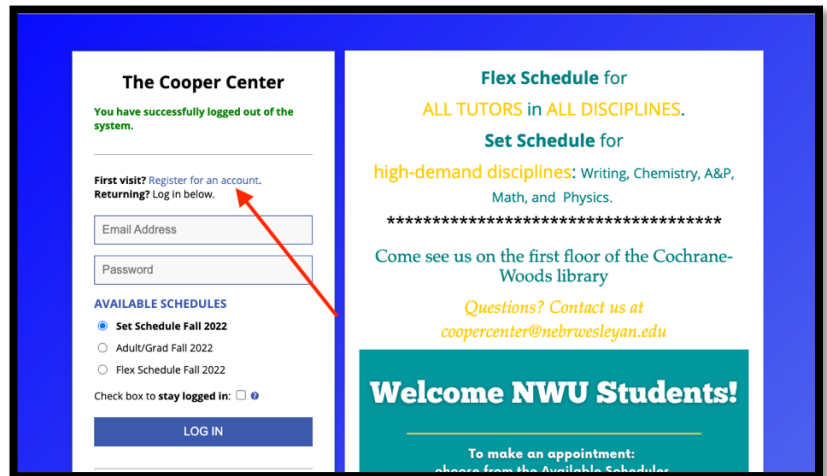


Cooper Center Scheduler--WC Online

How to Create a WC Online Account

- Go to mywco.com/nwu
- Click on “Register for an account.”
- Using your NWU email address, enter the required information (name, phone number, major, student ID, etc.)
- For academic standing, a “traditional undergraduate” is a student who started college straight out of high school and is between the ages of 18-23. An “adult” student is a person who is usually 24 years old or older and typically takes evening classes due to other obligations. A “Wesleyan Honors Academy” student is a dual-credit student through Wesleyan Honors Academy.
- Passwords need to be at least 10 characters long.
- Please keep all the email preferences on the default setting (“Yes”).
- Click on “Complete Registration” when you are done completing all the fields.



How to Make a Peer Tutor Appointment

- Go to mywco.com/nwu
- Select from the available schedules -- Set Schedule/Adult Grad/Flex Scheule - - and enter your NWU email address and password.
- There will be a calendar schedule with consultant names listed on the left side of the screen for each day/time. In the “Limit to:” dropdown, select the discipline you want, such as writing, chemistry, French, music, etc. You will then see the tutors available for this discipline.
- Find an available appointment time that works with your schedule. Select the white box that pertains to the day/time you would like to schedule an appointment. Look carefully at the block of time, as you may want to make the appointment longer (the default is 30 minutes).
- A new window will pop up with a form to make your appointment. Enter the course, instructor name, the type of help you need, the type of assignment you need help with, and what you would like to work on (the more specific you can be, the better).
- Click on “Create Appointment” when you are done completing all the fields. The appointment slot will turn gold.
- You will be sent a confirmation email. Add the meeting to your calendar via the attached invite.

