

WRITING APPOINTMENTS IN ADDITION TO WALK-IN TUTORING



To Schedule a Writing Appointment:

1. Go to <https://mtsac.mywconline.com/>
2. Register for a WC Online account if you have not created one, and log on.

You can also visit Tutorial Services in the Learning Assistance Center, Bldg. 6, 1st floor, or call 909-274-6605 (must have a WC Online account first) to schedule an appointment.

Writing Appointment Procedures

We strongly encourage students to make appointments well in advance of their paper due dates.

- ✓ **Arrive 10 minutes early.** If you are not at the Tutorial Services counter by your appointment time, the tutor will help someone else if there is a wait; walk-in tutoring is still available.
- ✓ **Contact us to cancel.** Two no-shows without advanced notice may result in loss of appointment privileges for the remainder of the semester.
- ✓ Appointments must be made **at least two hours in advance.**
- ✓ **30 minutes** are required between appointments.
- ✓ Up to **3 appointments per day** are permissible.
- ✓ **Current Mt. SAC ID** required at check-in.