

General Appointment Information:

- **All tutoring appointments must be booked at least 24 hours in advance**
- For writing assistance, drop-by the WaLC or make an appointment online to reserve a spot. Writing tutors are available on a first-come, first-served basis.
- If you need to make an appointment with a **Writing Fellow** who is assigned to one of your classes, please email that Writing Fellow to schedule a session.

For Writing Appointments:

- Please remember to **bring a printed copy of your paper** to your session.
- We recommend a 30-minute appointment for papers 1 to 4 pages in length. For papers that are longer than 5 pages, or for *group papers*, we recommend a 1-hour appointment.

For Course Tutoring Appointments:

- Bring any assignments, notes, books, or other materials you will need to participate in the session. **Being unprepared for a tutoring session will count as a missed session.**

Appointment Cancellations/Changes:

- If you will be late or if you are unable to keep a scheduled appointment, please call the WaLC and inform the front desk. **If you miss three scheduled appointments in a semester, you will not be allowed to schedule appointments for the remainder of that semester unless you visit the WaLC to speak with the Director.**
- Alternatively, you can cancel your appointments online by clicking the X next to the appointment on your TutorTrac main menu.
- Students must cancel appointments at least 12 hours in advance to avoid missing the appointment.

To book an appointment:

Step 1: Search Tutortrac on WCU homepage

Step 2: Log in to "tutortrac" using your mycat login and password

Step 3: Click the Search Availability tab to choose a center for tutoring

Step 4: Click the drop down arrow and choose the course for which you need an appointment

Step 5: Choose the type of apt (Academic Skills consultant, Course tutoring, or length of paper if you chose WaLC writing)

Step 6: Check the "From" and "To" dates to ensure that you have the range you need.

Step 7: Review the available time slots and choose the appointment that fits your schedule

Step 8: Complete the appointments entry. You must enter specific details of what you want to work on in the "NOTES" section.

For assistance with tutortrac, please call 227-2274