

Steps to Schedule an Appointment Available through the Academic Support Center

Step 1: Log into WCONLINE using the login credentials you created during registration.

Johnson University

First visit? [Click here to register.](#)
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:
Academic Coaching - Fall 2012 ▼

Check box to stay logged in: ☐ ?

Having trouble logging in?
[Click here to reset your password.](#)

Using screen reader software?
[Click here for the text-only scheduler.](#)

Step 2: Select a schedule you would like to make an appointment under by clicking the arrow beside the “CHOOSE A SCHEDULE” drop-down box.

EMAIL ADDRESS:

PASSWORD:

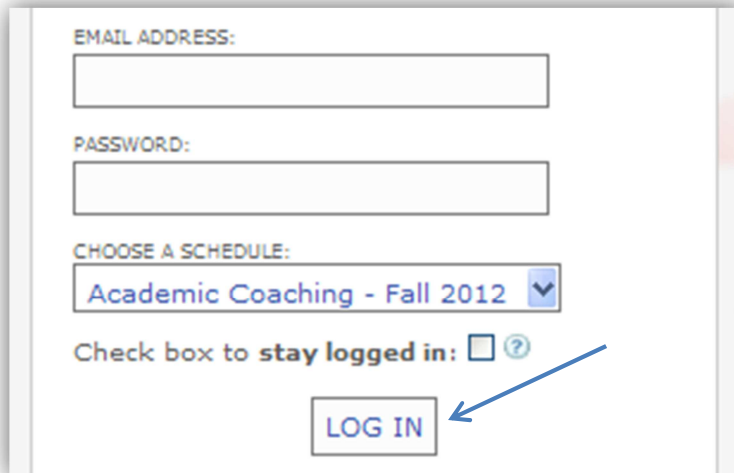
CHOOSE A SCHEDULE:
Academic Coaching - Fall 2012 ▼

- Academic Coaching - Fall 2012
- Advisor for Childrens Ministry...
- CLEP Testing - Fall 2012
- Proctored Testing - Fall 2012
- Study Hall

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[Click here for the text-only scheduler.](#)

Step 3: Click the “Login” button.



EMAIL ADDRESS:

PASSWORD:

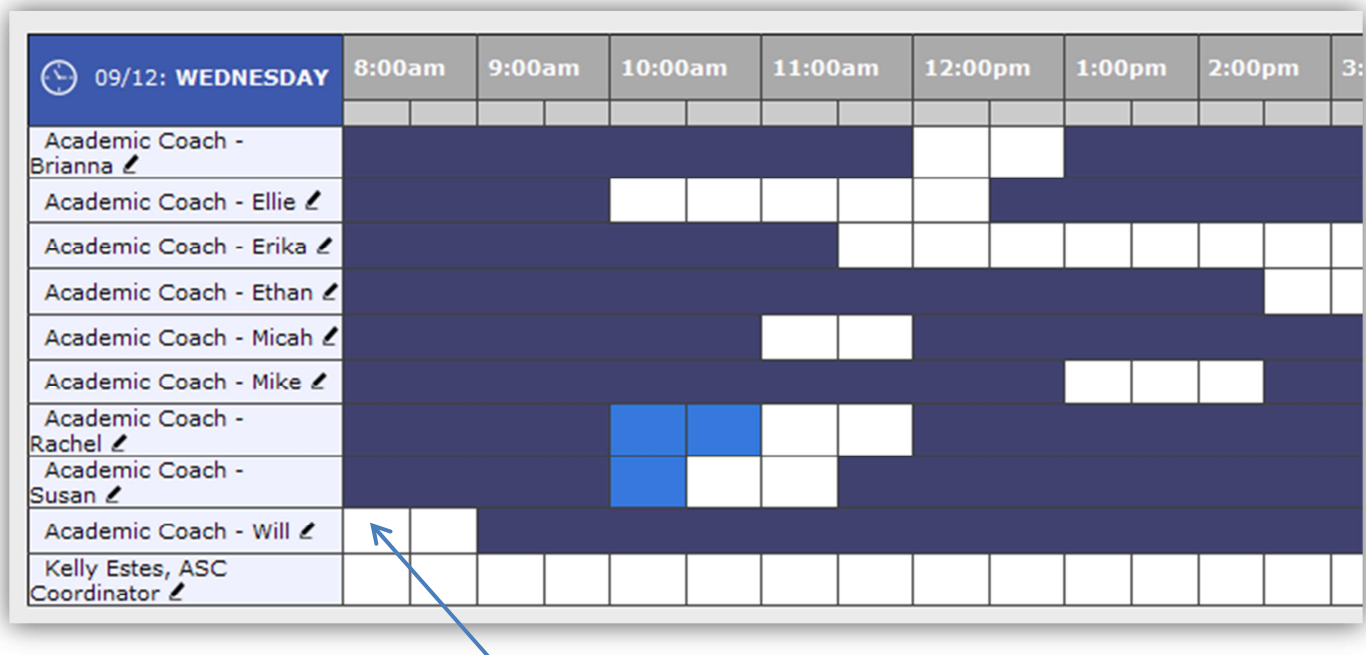
CHOOSE A SCHEDULE:
Academic Coaching - Fall 2012 ▼

Check box to **stay logged in**: ☐ ?

LOG IN

A blue arrow points to the "LOG IN" button.

Step 4: Once you have successfully logged in, think about a date and time that will appromately meet your needs and fit into your schedule. Once you have decided, select an open session represented by a white balnk in the schedule. Click the blank.



09/12: WEDNESDAY

	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Academic Coach - Brianna								
Academic Coach - Ellie								
Academic Coach - Erika								
Academic Coach - Ethan								
Academic Coach - Micah								
Academic Coach - Mike								
Academic Coach - Rachel								
Academic Coach - Susan								
Academic Coach - Will								
Kelly Estes, ASC Coordinator								

A blue arrow points to the blank cell at 8:00am for Kelly Estes, ASC Coordinator.

Step 5: A new window will open that will ask you some information about your appointment. Complete all the fields and click "Save Appointment." After that, you are done. We'll be expecting you soon!!!

Academic Coach - Will

Fill out the form below in order to save this appointment. Questions marked with a * are required.

Email: will.jacobs@johnsonu.edu

Location: Academic Support Center - RH 265

Bio/Information: Any student needing help with Greek, Will can provide assistance.

Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time:
REPEAT APPT.

Wednesday, September 12: 8:00am ▼ to 8:30am ▼ ←

Client:

Search: Select: Rader, Cody ▼

Course:

*

 ←

Instructor:

*

 ←

What would you like to work on today?

*

 ←

Admin Options:

Walk-In/Drop-In: ☐ | Missed: ☐ | Placeholder (not counted in stats): ☐

SAVE APPOINTMENT

CLOSE WINDOW