Instructions for using WCOnline

1. Navigate to https://carrollcc.mywconline.com/ or click the link.
2. Log In using your CarrollCC email address. If you don't have an account, please register for an account or use the single-sign-on to create an account. All students must use their Carroll CC account. Incoming students who wish to placement test also must use their Carroll CC account. *External testing candidates without a Carroll CC email address may use a personal email address to register for an account. Any Carroll CC student who uses a personal email address will have their account deactivated.*

Log in with your institutional username and password by going <u>here</u>. These are the same credentials you use for other institutional services.

[Log In]

Receiving unwanted texts? <u>Remove your mobile number.</u>

This is the Academic Center's tutoring scheduling system. If you have already registered, log in to schedule an appointment. If you have not registered, click on the "click here to register" link and enter all information requested.

You must use your Carroll email. Appointments will be offered on campus and online through Microsoft Teams. If you schedule an online appointment, our tutor will email you a link to join the appointment.

Once registered, log in to find an available tutor using the "Limit to" menu to choose your course.

Reminder: An appointment is one-hour long. **You are allowed one appointment per week for most courses.** If you wish to make repeating appointments for the semester, email Marsha Nusbaum (mnusbaum@carrollcc.edu).

If for some reason you need to cancel your appointment, you must do this 12 hours in advance. If you do not cancel 12 hours in advance, your appointment will be considered a no-show. If you have 2 no-shows in a semester, you will lose your appointment tutoring privilege.

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3. After logging in or creating your account, confirm your information is correct.

Welcome, Emehlia ▾ Schedules ▾ Log Out

Update Your Profile and Communication Options

Fill out the form below in order to update your registration information and communication preferences. Fields marked with * are required.

Please review and update your profile. Once you've ensured that the information below is correct (or once you've made any necessary changes to the information below), select 'save changes' at the bottom of the form. You must select 'save changes' in order to go to the schedule.

First Name *
Emehlia

Last Name *
Nelson

Name Pronunciation (?)

Email Address *
enelson@carrollcc.edu

Current Course(s) *

Instructions for using WCOnline

4. When at the Welcome page, you'll see important information regarding things to know. Please read it carefully. Then, click on "Schedule a Testing Appt."

5. Be sure to schedule an appointment under the appropriate resource/appointment type.
    a. Testing Center – CLEP Exam
        i. For students taking a CLEP Exam - https://clep.collegeboard.org/?excmpid=vt-00062
    b. Testing Center – Course Exam, Computer-Based
        i. To reserve a computer for a Carroll CC course. This could be for a computer-based exam or to write an essay.
    c. Testing Center – Course Exam, Paper
        i. To make an appointment for a regular pencil/paper exam for a Carroll CC course. This is the standard appointment type.
    d. Testing Center – External or Proctored Test (For Proprietary tests & Non-Carroll CC Students)
        i. For Non-Carroll CC Students looking to take an exam with Carroll CC as their proctor
        ii. For Carroll CC students who are taking a proprietary (third party) exam.
    e. Testing Center – Placement Testing
        i. For Carroll CC students (current or prospective) who need to take a placement test.
    f. Testing Center – Finals Overflow Testing
        i. For a regular pencil/paper exam for a Carroll CC course. This is an additional opportunity to take an exam for Carroll CC courses during finals week. You cannot reserve a computer for this option. This appointment would be offered in another room separate from the Testing Center.

6. Be sure to answer the questions appropriately. It is your responsibility to know how long you are given for an exam and to ensure that you have scheduled yourself for long enough to take your exam before the Testing Center closes or your next course begins.

Instructions for using WCOnline

7. You will receive a confirmation email/text to confirm when you have scheduled your appointment. Please remember that the appointment time chosen is a 10-minute arrival window. Students who arrive more than 15 minutes late for their appointment (without notice) may be asked to reschedule their appointment.

Carroll Community College Academic Center: Appointment made successfully!

Carroll Community College Academic Center <noreply@mywconline.com>
To ● Nelson, Emehlia

Reply | Reply All | → Forward
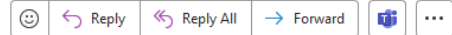
Wed 8/21/2024 3:57 PM

This is an External Email. Please be cautious when opening attachments and/or clicking links.

Emehlia Nelson,

You have successfully made an appointment on Wednesday, September 4, 2024 between 11:30 am and 11:40 am. The appointment is with Testing Center - Course Exam, Paper at Carroll Community College Academic Center.

You can make, cancel, or modify appointments by logging into the scheduling system at https://carrollcc.mywconline.com. Same-day appointments are not permitted. You can modify or cancel your appointment up to 14 hours before your appointment time. If you need to modify or cancel your appointment but it is under 14 hours before your appointment, please call the Testing Center at 410-386-8450.

Please contact us if you cannot make your appointment. Once you are marked as "No Call, No Show" twice, you will not be permitted to make your appointments within this scheduling system and you will have to contact the Testing Center directly to make an appointment.

To opt out, log in to https://carrollcc.mywconline.com and then select 'Profile & Communication Options' from the welcome menu.