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**Looking to make an appointment for tutoring or a learning strategy consultation?**

***Six steps to getting the right help***

1. Log onto our scheduler at http://mywco.com/learning
2. Create an account by clicking the blue “Register for an Account” link (left side).
3. Log into the scheduler using your new account.
	1. If you want to schedule a tutoring appointment, choose tutoring from the dropdown box on the login page.
	2. If you want to schedule a learning strategy consultation, choose that schedule from the dropdown box.
4. Use the “Limit to” box at the top of the schedule you have chosen to search by class or by learning strategy.
5. White boxes indicate open times. Double click on a white box to make an appointment. You may schedule 60 minutes of tutoring appointments weekly. You may schedule either one 60 minute session or two 30 minute sessions.
6. Check your e-mail to confirm the appointment. Location information is included in the e-mail.