Here are some easy steps on how you can make an appointment with a study skills consultant:

1. Visit: [https://rochester.mywconline.com](https://rochester.mywconline.com)
2. Choose the Study Skills Consulting (circled in red in the screenshot image below)

   a. If you have a profile for the CETL tutoring, use that login information to enter the schedule. If you do not have an account, please register for one.

3. You will then find the schedules of our three Study Skills Consultants (Ali, Ashley, and Weijia) and their open availabilities.
4. To make an appointment:
   a. Choose an open white square (circled in red above) in the date/time that works for you. A window will open up, please make sure your name, email, time, and date are correct. Fill out the question and then create the appointment.

5. When you have successfully made an appointment, the system will show your appointment in yellow (circled in green above) and send you an email confirmation.
SCHEDULING A STUDY SKILLS ZOOM APPOINTMENT

All appointments will be held virtually either via WC online or via Zoom:

Our consultants are meeting students either via WC Online or Zoom this semester. Your consultant will be in contact with you after you have set your appointment to see which platform you would like to use. Here are the instructions for both:

WC Online – virtual meeting room:

1. At your scheduled appointment time, log in to WC online as shown above and then click on your appointment time on the calendar. A window will pop up and you will choose “Start or Join Online Consultation” – circled in green:

   ![WC Online Instructions]

   The notes you type in the new window will be saved and when you are done with the appointment you can click on the appointment time and see what you and the consultant discussed.

   2. Then a new window will open where you will meet with your consultant and they will go over all of the great things that are available to you:

   ![WC Online Consultation Window]

   The notes you type in the new window will be saved and when you are done with the appointment you can click on the appointment time and see what you and the consultant discussed.
SCHEDULING A STUDY SKILLS ZOOM APPOINTMENT

Zoom meeting room:

1. Make sure you have Zoom downloaded. You can do so by going to [https://rochester.zoom.us/](https://rochester.zoom.us/) and clicking the download link at the bottom of the screen.
   
   a. Note: We highly suggest familiarizing yourself with the software prior to your session. Tutorials are available here: [https://tech.rochester.edu/zoom-tutorials/](https://tech.rochester.edu/zoom-tutorials/).
      
      While the link you receive from the Study Skills Consultant (see below) will enter you into the meeting, it is helpful to have already tested your audio and/or video prior to the appointment.

2. Your Study Skills Consultant will send you an invitation to Zoom and the email will look like this:

   CETL Study Skills Appointment: 03/18 at 12pm in Zoom

   MELISSA BRIDGES is inviting you to a scheduled Zoom meeting.

   Topic: CETL Study Skills Appointment with [Consultant Name]

   Time: Mar 18, 2020 12:00 PM Eastern Time (US and Canada)

   Join Zoom Meeting

   [https://rochester.zoom.us/j/998984193](https://rochester.zoom.us/j/998984193)

   Meeting ID: 998 984 193

   Dial by your location

   +1 646 876 9923 US (New York)
   +1 312 626 6799 US (Chicago)
   +1 650 900 6835 US (San Jose)
   +1 513 429 1092 US
   +1 513 429 1096 US (Houston)

   Meeting ID: 998 984 193

   Join by SIP

   998984193@zoom.us.com

   If you do receive anything from them, you should email cetlcounselor@ur.rochester.edu.

3. Copy and paste the Zoom Meeting link into an internet browser to launch the Zoom meeting. You’ll need to click on ‘Open zoom.us.app’ to access the meeting. You will see your Study Skills Consultant in the meeting as soon as they join.
4. Click ‘Join with Computer Audio’ or test your speaker and mic. You may also use the audio and video options at the left-hand side of the bottom menu panel to adjust or turn off your video/audio. Your Study Skills Consultant needs to be able to hear and speak to you. There is also a chat box in the middle of the panel in case you are having technical difficulties.

Questions/concerns? Email cetlcounselor@ur.rochester.edu.