ASC Appointment Procedures

**Visit the online scheduling website 24/7. Make sure you create an account with your PSU email id!**

[**www.psu.mywconline.com**](http://www.psu.mywconline.com)

* **Each student may only schedule with each ASC resource ONCE per DAY. *(additional appointments will be cancelled without notice)***
* **Students may not set up recurring appointments for the entire semester.**
* **Appointments can only be made 14 days in advance.**
* **Appointments can be 30 minutes or 60 minutes in length.** (some resources with limited hours may only have 30 minute appointments)
* **Students may have “off schedule” appointments with professional tutors, if there is an opening in the schedule. (This is like a walk-in appointment)**
* **Students may modify and cancel their own appointments online within a certain time frame. *(see cancellation and no show guidelines)***

**APPOINTMENT WAITING LIST**

If all of the appointments are full, the student can sign up for the waiting list.

* Click on the clock symbol on the day of the week the students wants the appointment.



* The student has the option to choose the specific resource and timeframe they are interested in. They must enter in their cellphone number and the carrier.
* Click ADD to waiting list. Once they have signed up for the waiting list for a specific day, you will receive an email or text message whenever an appointment is canceled that day.