



To access our schedule, just head to your Student Portal, and look for the LARC-WC Online button!

New to WC Online?

- If you haven't used our services before, you will be taken straight to our registration form through the portal button.
- Follow the directions, using your sonoma.edu email address.
- Optional: enter a cell phone number for text notifications regarding appointments

Making an Appointment

- Access the schedule through the portal button.
- Select Math Tutoring or Writing Tutoring from the drop-down menu at the top of the page.
- Click on a white space to make an appointment on a day and at a time that will work for you.
- Please fill out all the appointment information fields so that your tutor will know what you are working on.

Canceling an Appointment

Note: Please cancel appointments 24 hours in advance. If you need to cancel one with shorter notice, please email us at larcdesk@sonoma.edu

- Access the schedule through the portal button.
- Click on your appointment.
- Scroll to the bottom of the pop-up window and select "cancel appointment" at the bottom of the window.
- Confirm the cancellation in the new pop-up window. You will receive email confirmation of the cancellation as well.

Helpful Hints

- Read the tutor profile at the top of the appointment window. This will help you select a tutor that meets your specific needs.
- When registering for an account, check the notification boxes, so you will get email reminders about appointments, and more.
- Please be prepared to screen share, or have your writing in a Google Doc that can be shared.