

**HOW TO SCHEDULE AN
APPOINTMENT WITH ARC
TUTORING OR THE WRITING
CENTER**

ATTENDANCE POLICY

- The attendance policy covers both ARC Tutoring and the Writing Center.
 - If you are unable to make it to a Tutoring or Writing appointment or will be late for the appointment, do the following:
 - Email dferry@govst.edu for ARC Tutoring or jneal2@govst.edu for Writing.
 - Call (708) 534 - 4090 and leave a voicemail with as much detail as possible.
 - If it is a remote (Zoom) appointment – email your tutor or consultant.
 - Three combined No Call / No Show appointments will lock your account and require permission from one of the coordinators for reinstatement.
 - Tutors / Consultants are not obligated to accept a student who is more than 15 minutes late for an appointment.

STEP 1

Go to the scheduling website:

www.mywco.com/govst

Either CTRL + Click link or cut-and-paste into address bar.

For best results, use [**Google Chrome**](#) or [**Microsoft Edge**](#).


STEP 1

- If you have not already created an account – you need to do that first.
- Click “[Register for an Account](#)” on the left side of the page.

STEP 1

Govt State University

https://govst.mywconline.com



First visit? [Register for an account.](#)
Returning? Log in below.

Email Address

Password

SELECT A SCHEDULE

- Writing Center
- ARC Tutoring
- Retention Specialist

Check this box to stay logged in:

Log In

Having trouble logging in? [Reset your password.](#)

The Writing Center and the ARC Tutoring are located within the Student Success Commons, B1215

The ARC Tutoring Schedule is Open Only For Training Purposes Between Jan 06 and Jan 15. Do Not Schedule An Appointment Until Jan 16.

If you are registering a new account you MUST use your GSU email. The schedule will not allow you to use a personal email. Choose a password that is easy for you to remember. **Please bring your GSU ID card to all appointments.**

ARC Tutoring = Tutoring for the fall term will be a mix of in-person and remote via ZOOM.

For a remote appointment - Your tutor will send a ZOOM link to your student email.

[Helpful hints:](#)

Need help in getting started (first appointment)? [click here](#)

Need help changing your password? [click here](#)

Attendance Policy: (Updated 1 / 11 / 2018)

STEP 2



Fill out requested information.



All items marked with an * are required.



Use your student (GSU) email.



**Choose a password 10
characters long that
you will remember.**

STEP 2

Governors State University [Home](#) [About](#) [Register](#)

Register for a New Account

Fill out the form below in order to create a new account on this system. Fields marked with * are required.

First Name * <input type="text" value="Jax"/>	Last Name * <input type="text" value="Jaguar"/>
Name Pronunciation ? <input type="text" value="Jacks"/>	Email Address * <input type="text" value="jjaguar@student.govst.edu"/>
Telephone Number * <input type="text" value="708-235-3962"/>	
Student ID * <input type="text" value="4A6178"/>	
Standing * <input type="text" value="Senior"/>	
Major <input type="text" value="Wildlife Biology"/>	

Password

Passwords must be ten or more characters long.

Password * <input type="password" value="....."/>	Re-enter Password * <input type="password" value="....."/>
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STEP 2

- Now you are ready to schedule your appointment.
 - Math / Stats / Science / Business Tutoring = **ARC Tutoring**
 - Writing Assistance = **Writing Center**
- The **Writing Center** is the default schedule.
 - If you need a Writing Consultant – you would be in the right place.
- To access **ARC Tutoring** – click-on the “schedules” tab near the upper left of the page and make selection.

STEP 3

- EXAMPLE - I need help with General Biology 1.
 - Select ARC Tutoring from the Schedules Tab.
 - Please know your course number before scheduling an ARC Tutoring appointment.
 - This is BIOL 1500.

STEP 3

Governors State University

Welcome, Jax

Schedules

Log Out

Writing Center

ARC Tutoring

Retention Specialist

UPDATE = The Writing Center is offering limited face-to-face appointments. Tutoring is also available through email, online, and by phone.

STUDENTS ARE RESPONSIBLE FOR CONTACTING CONSULTANTS AT THE TIME OF THEIR ONLINE APPOINTMENT.

For Noah, click [here](#)

For Paul, click [here](#)

For Ray, click [here](#)

For Seema, click [here](#)

For Sydney, click [here](#)

For Ty, click [here](#)

For all Writing Center virtual workshops, please click [here](#)

Please visit our webpage for more information.

All Writing Center appointments are limited to 45 minutes. The last 15 minutes of the hour are reserved for consultants' post-session paperwork and data management.

Welcome, Jax! Use the options below to find and make an appointment or to view and work with existing appointments.

Find an Appointment

Today's Appointments

You do not have any appointments on the schedule for the selected date.

STEP 4

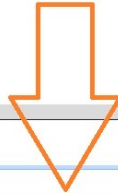
- Find your tutor on the list under “[Display Options](#)”
- We can only assist with the courses listed.

STEP 4

Here are some links to supplemental videos that may interest you:

<http://arctutoring.weebly.com/math--statistics.html>

<http://arctutoring.weebly.com/science.html>



Display Options

Show All 'Limit to:' Options ▾

Show All 'Limit to:' Options

- ACCT 2110 Only
- ACCT 2111 Only
- ACCT 3151 Only
- BIOL 1200 Only
- BIOL 1500 Only**
- BIOL 1510 Only
- CHEM 1111 Only
- CHEM 1113 Only
- CHEM 1141 Only
- CHEM 3531 Only
- CHEM 3533 Only
- ECON 3404 Only
- ILTS Only
- MATH 2100 Only
- MATH 2101 Only

Krystiyn											
Maggie											

Jan. 11: Wednesday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm
Drew											
Maggie											

Jan. 12: Thursday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm
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STEP 5

- Once the course is selected, all available tutors will show up below.
- Select a tutor + the day/time that works best for you.
- You should be able to see availability for the entire week.
- Tutors that are working remote will have (via Zoom) next to their name on the left-hand side of the page.

STEP 5

- Boxes that are shaded black, red, or blue are unavailable.
- Find a white box (available appointment) and click-on it.
- For example, you choose Krystilyn on Thurs Jan 12 @ 2 pm.
- Note that she is meeting in-person in the ARC (B1215).

STEP 5

Governors State University | Welcome, Jax | Schedules | Log Out

Show All Staff & Resources | BIOL 1500 Only | Show All Meeting Types

Day	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm
Jan. 9: Monday											
Drew											
Krystilyn											
Jan. 10: Tuesday											
Krystilyn											
Jan. 11: Wednesday											
Drew											
Jan. 12: Thursday											
Krystilyn											
Jan. 13: Friday											
Drew (via Zoom)											
Jan. 15: Sunday											
Krystilyn (via Zoom)											

[Current Week](#) | [Next Week](#) | 🗓️

STEP 6

- Once you click-on the timeslot, a pop-up box will appear.
- Fill-in all requested information accurately.
 - Your Instructor
 - What you want to cover during the session (so your tutor can prepare).
- Don't forget to click the **“Create Appointment”** tab.

STEP 6

Govst mywonline.com

Create New Appointment

Thursday, Jan. 12, 2023 | 2:00 pm to 3:00 pm
Krystilyn | ARC Tutoring

APPOINTMENT LIMITS: Appointments must be between 15 minutes and 1 hour in length.

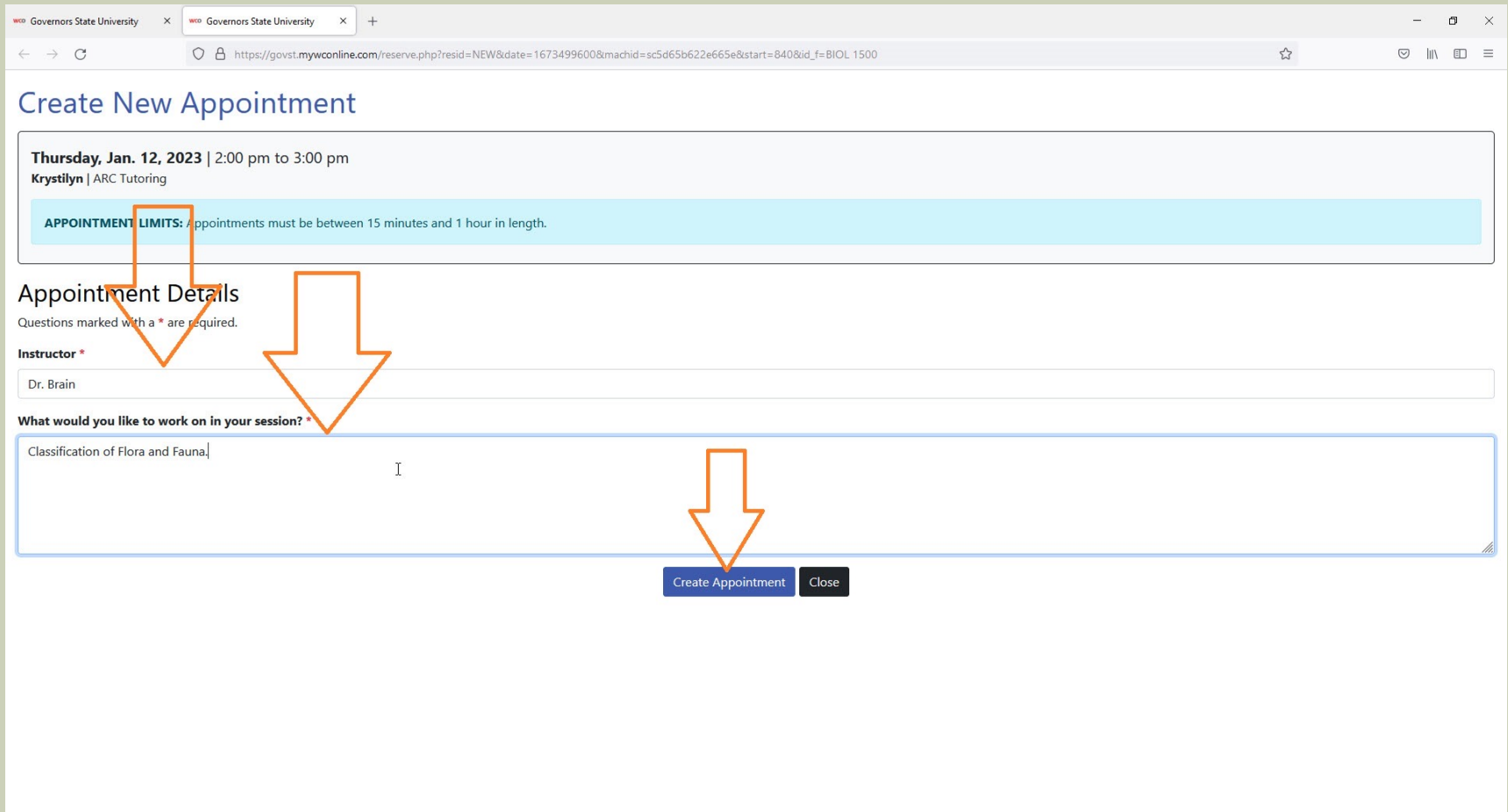
Appointment Details

Questions marked with a * are required.

Instructor *
Dr. Brain

What would you like to work on in your session? *
Classification of Flora and Fauna

Create Appointment Close



STEP 6

- If your appointment does not appear right away
- Refresh the page
- It should appear at this point.

STEP 6

Govst mywconline.com

Governors State University Welcome, Jax My Appointments Schedules Log Out

	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm
Jan. 10: Tuesday											
Eman (via Zoom)											
Krystilyn											
Maggie											
Jan. 11: Wednesday											
Drew											
Maggie											
Jan. 12: Thursday											
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Krystilyn (via Zoom)											

Current Week | Next Week

STEP 7

- Don't forget to **Log-Out**.
- Toward the top – center of the screen.
- If you need to cancel your appointment – follow slides 21 – 24.

STEP 7

Governors State University [Welcome, Jax](#) [My Appointments](#) [Schedules](#) [Log Out](#)

	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm
Jan. 10: Tuesday											
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Maggie											
Jan. 15: Sunday											
Eman (via Zoom)											
Krystilyn (via Zoom)											

[Current Week](#) | [Next Week](#) |



I want to cancel my appointment.



Click on your appointment (green** box) see slide 22.**



Then click the Cancel Appointment Tab (slide 23).



Refresh page – the green box is now white (slide 24).



Repeat slides 15 to 17 to reschedule for another day/time.



Don't forget to log-out (slide 20).

STEP 6B

**Steps to
cancelling
and
rescheduling
tutoring
appointments.**

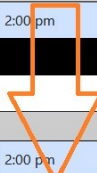
STEP 6B

Governors State University Welcome, Jax My Appointments Schedules Log Out

Krystilyn

	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm
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Maggie											
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Eman (via Zoom)											
Krystilyn (via Zoom)											

Current Week | Next Week



STEP 6B

Govst Governors State University × Govst Governors State University × Govst Governors State University × +

← → ↻ <https://govst.mywconline.com/reserve.php?resid=sc63bddaf7b276d> ☆ 📄 📄 📄

Existing Appointment

Thursday, January 12, 2023 | 2:00 pm to 3:00 pm
Krystilyn | ARC Tutoring

Appointment Details

Instructor
Dr. Brain

What would you like to work on in your session?
Classification of Flora and Fauna.

[Edit Appointment](#) [Cancel Appointment](#) [Print](#) [Close](#)

<https://govst.mywconline.com/reserve.php?resid=sc63bddaf7b276d&action=CANCELAPPT>

STEP 6B

Governors State University

Welcome, Jax ▾

Schedules ▾

Log Out

Krystilyn											
Jan. 10: Tuesday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm
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Eman (via Zoom)											
Krystilyn (via Zoom)											

[Current Week](#) | [Next Week](#) | 