

**How to Schedule a Tutoring Appointment
for Tutoring in the Academic Resource
Center (ARC)**

Go to: www.govst.mywconline.com

Governors State University

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

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:
Writing Center

Check box to **stay logged in:** [?](#)

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

Using screen reader software? [Access the text-only scheduler.](#)

The Writing Center and Math Center are located in the Academic Resource Center, B1215

Very Important

ARC Attendance Policies: (updated 10/19/16)

[1] If you are more than **15 minutes late** for an appointment, you may lose that appointment and have to reschedule for another time. If you know you will be running late ahead of time, please call 708-534-4090 as soon as possible - keep in mind that you will not receive any extra time for your tutorial.

[2] A student who accumulates three (3) no-show appointments will no longer have the option to schedule appointments for tutorials and will have to rely solely on walk-ins. You may cancel your appointment by clicking on the time of your appointment and then clicking "cancel this appointment" near the bottom of the dialog box. Another option is to leave a detailed voicemail at 708 - 235 - 3962.

Also Important

The courses that each tutor can assist you with are listed below. [Please make sure your tutor is knowledgeable in the course for which you are seeking assistance.](#) If you are unsure, contact Daniel at 708 - 235 - 3962.

Calculus (2281) = Esteban, Patrick, Anthony, Arjun
College Algebra (1423) = All Tutors Able To Assist
Intro Statistics (2100) = Patrick, Rebecca, Beth, Anthony
CAS Statistics (4219) = Patrick

We are located in the Academic Resource, B1215
The Academic Resource Center strives to promote the personal growth of students and to enrich their academic experience.
The Academic Resource Center (ARC) provides advising for undeclared students, counseling, access services for students with disabilities, tutoring, testing, and

PLEASE READ THE FOLLOWING BEFORE USING THIS WEBSITE!

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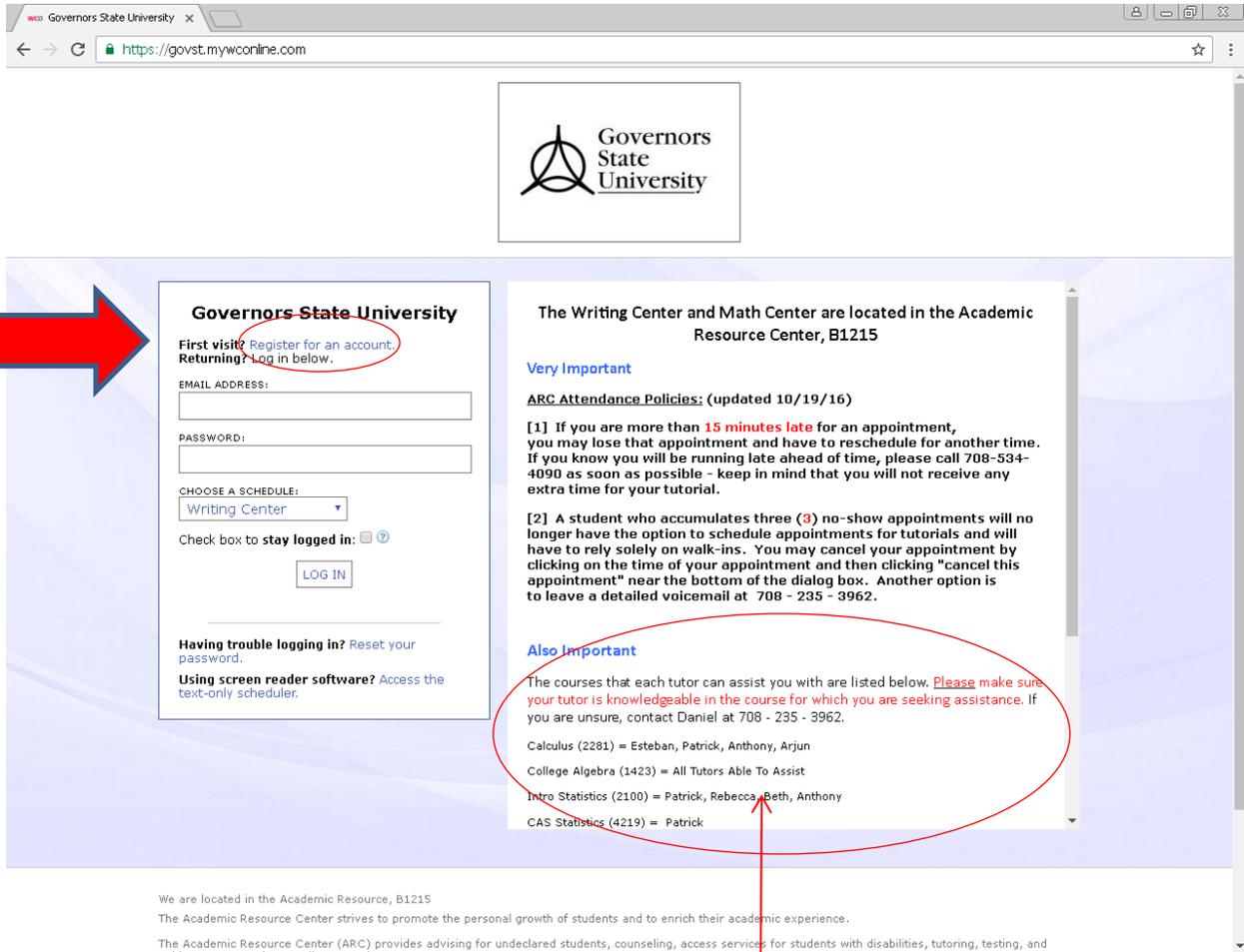
Please keep in mind a few things:

You may schedule a maximum 2 one-hour tutoring sessions per week per class.

You may schedule your appointments up to 2 weeks in advance.

Unless stated otherwise, all scheduled tutorials take place in the Academic Resource Center (Room B-1215).

If this is your first time using this website, please click on "Register for an account"



The screenshot shows a web browser window with the URL <https://govst.mywconline.com>. The page features the Governors State University logo at the top center. Below the logo, there is a login form on the left and a list of tutors on the right. A red arrow points to the "Register for an account" link in the login form. Another red circle highlights the "Please make sure your tutor is knowledgeable in the course for which you are seeking assistance" text in the tutor list. A red arrow points to the "Beth" name in the "Intro Statistics (2100)" entry.

Govst State University
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It is important to find out which tutor can help you with your course. Here you will find the list of available tutors along with their specialties. You will need to scroll down to see the entire list.

Fill out corresponding boxes.

Those with a red asterisk are required.

The screenshot shows a web browser window with the URL <https://govst.mywconline.com/register.php>. The page title is "Create a New Account". Below the title, there is a instruction: "Fill out the form below in order to create a new account on this system. Questions marked with a * are required." The form consists of several sections:

- Email Address:** *
- First Name:** *
- Last Name:** *
- Telephone Number:** *
- Student ID:** *
- Standing:** *
- Major:**
- Password:** *
- Re-Enter Password:** *

Below the form, there is a section titled "Email Options". A red circle highlights the Password and Re-Enter Password fields, and a red arrow points from the text below to this circle.

Choose a password that you can easily remember. We are unable to look up passwords for students who lost them.

A piece of advice: You can use your GSU portal credentials here so you do not have to remember another set of email addresses and passwords.

This is what the tutoring schedule looks like:

WELCOME, PRAIRIE

November 7 - November 13 Math Center

PREV WEEK | CURRENT WEEK | NEXT WEEK

Limit to: -- show all --

Important = Please read the updated ARC attendance policies on the log-in page.
Saturday appointments - meet in room D1497.

Nov. 7: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Arjun											
Beth											

Nov. 8: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Beth											
Patrick											
Rebecca											
Stella											

Nov. 9: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Arjun											
Beth											
Patrick											
Rebecca											

Green boxes are appointments already made by other students.

White boxes are open appointments for any student to schedule.

If your favorite tutor is booked during the time you need assistance, choose a different tutor who can assist you

Before you schedule, make sure the tutor is knowledgeable about your class by referring back to the homepage here where you signed in.

Click on a white box to schedule your appointment - _____

Alert! If you change your mind and want to schedule with another tutor, day, or time, make sure to close out this dialogue box. You will not be able to click on another time with this box open.

A dialogue box will appear!

The screenshot shows a web browser window titled "Governors State University - Internet Explorer" with the URL "https://govst.mywconline.com/reserve.php?type=r&ts=1478581200&resid=8&machid=sc155dcf5b72f47d&scheduleid=sc154". The page is titled "Beth" and contains a form for reserving an appointment. The form includes the following fields and options:

- Time:** Tuesday, November 08: 11:00am to 12:00pm
- Course:** CHEM 1141 *
- Instructor:** Dr R *
- What would you like to work on today?:** Chemical Equations *
- Appointment Focus:** CHEM 1141 *

At the bottom of the form, there are two buttons: "SAVE APPOINTMENT" (circled in red) and "CLOSE WINDOW". A red arrow points from the "Alert!" box to the close button icon in the browser window's title bar. Another red arrow points from the "Alert!" box to the "CLOSE WINDOW" button.

Fill out course/class name and number, instructor name, brief description of what you would like to cover and click on class number in "Appointment Focus."

Finally, click on "save appointment".

Your appointment will show up **orange** on your schedule.

The screenshot shows a web browser window with the URL <https://govst.mywconline.com/schedule.php?focus=&schedule>. The page header includes the University logo and navigation links for "WELCOME, PRAIRIE", "November 7 - November 13", and "Math Center". A "HELP?" link and a "Limit to: -- show all --" dropdown are also visible. A message box contains the text: "Important = Please read the updated ARC attendance policies on the log-in page. Saturday appointments - meet in room D1497." The main content is a weekly calendar grid. The grid shows appointments for three days: Monday (Nov 7), Tuesday (Nov 8), and Wednesday (Nov 9). The appointments are color-coded: black for no appointment, green for an appointment, and orange for a specific appointment. A red circle highlights an orange appointment for "Beth" on Tuesday, Nov 8, at 11:00am. A red arrow points from the text above to this appointment.

Day	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Nov. 7: MONDAY											
Arjun											
Beth											
Nov. 8: TUESDAY											
Beth											
Patrick											
Rebecca											
Stella											
Nov. 9: WEDNESDAY											

You will receive an email message confirming your appointment with details.

DO NOT FORGET TO MARK YOUR APPOINTMENT DOWN IN YOUR CALENDAR!

If you have any questions, please email

Daniel Ferry - GSU Tutoring Coordinator; dferry@govst.edu