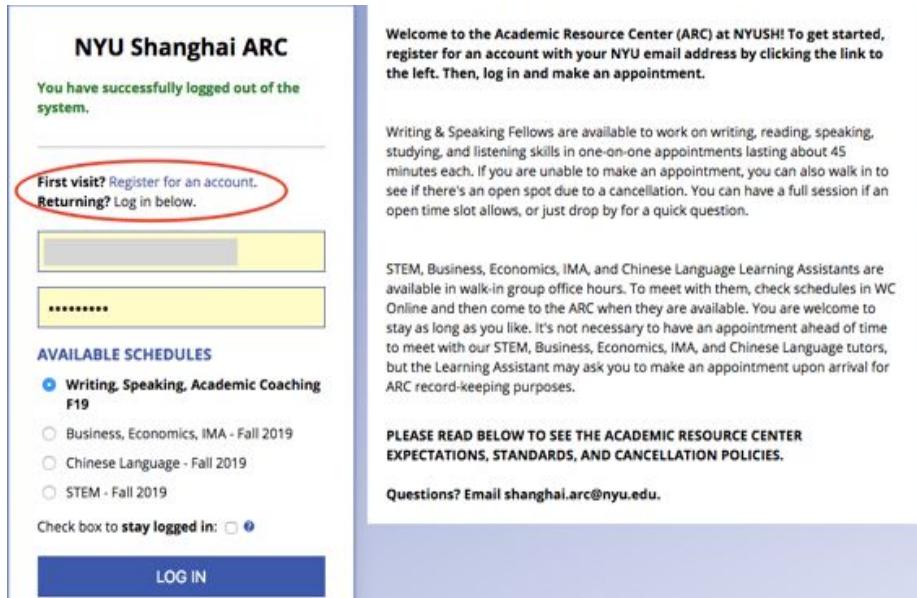


HOW TO SCHEDULE AN APPOINTMENT WITH A LEARNING ASSISTANT

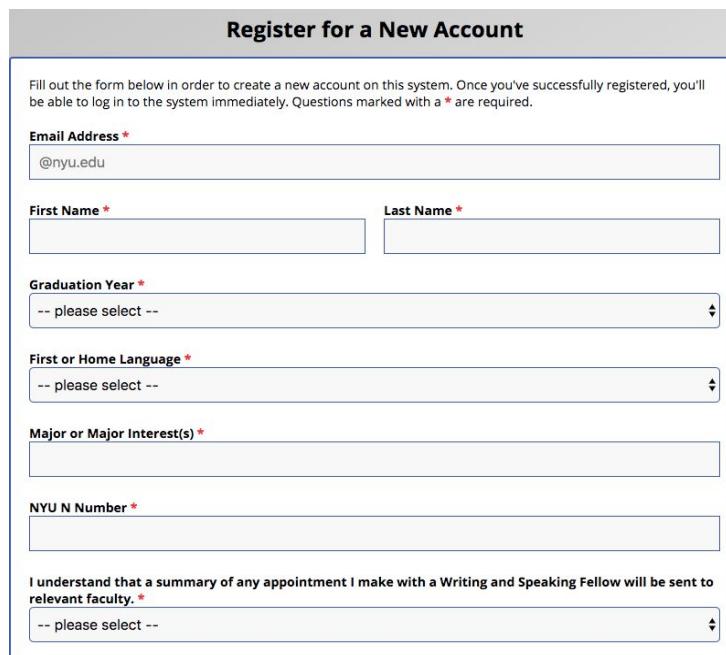
Step One: Register for an NYU Shanghai WConline Account (If you have an account, go to step two)

1. Go to <https://nyus.mywconline.com>
2. Click “Register for an account” in the upper left corner.



The screenshot shows the NYU Shanghai ARC login page. At the top, it says "You have successfully logged out of the system." Below that, there are two buttons: "First visit? Register for an account." and "Returning? Log in below." The "First visit?" button is circled in red. The page then displays "AVAILABLE SCHEDULES" with a radio button selected for "Writing, Speaking, Academic Coaching F19". Other options include "Business, Economics, IMA - Fall 2019", "Chinese Language - Fall 2019", and "STEM - Fall 2019". There is also a checkbox for "Check box to stay logged in: ". A "LOG IN" button is at the bottom. To the right, there is a welcome message for the Academic Resource Center (ARC) and information about writing and speaking fellows. Below that, it says "PLEASE READ BELOW TO SEE THE ACADEMIC RESOURCE CENTER EXPECTATIONS, STANDARDS, AND CANCELLATION POLICIES." and "Questions? Email shanghai.arc@nyu.edu".

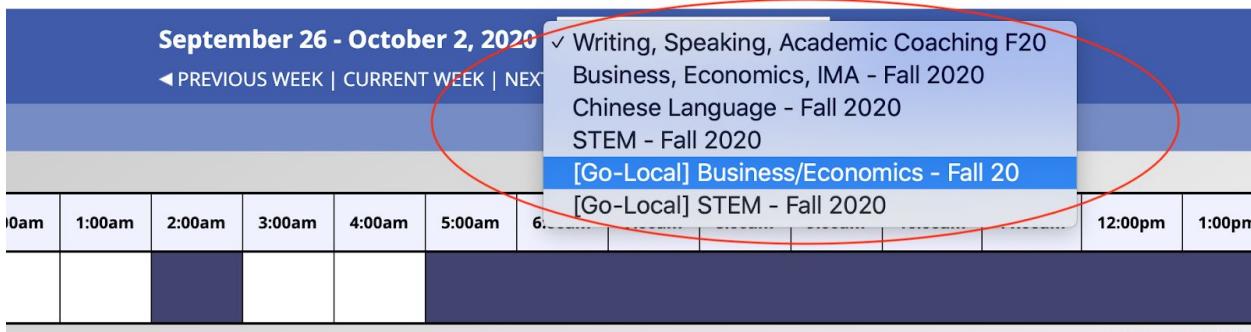
3. Fill out the form to create a new account with your NYU email address.



The screenshot shows the "Register for a New Account" form. It includes fields for "Email Address *", "First Name *", "Last Name *", "Graduation Year *", "First or Home Language *", "Major or Major Interest(s) *", "NYU N Number *", and a checkbox for "I understand that a summary of any appointment I make with a Writing and Speaking Fellow will be sent to relevant faculty. *". Each field has a dropdown menu with the option "-- please select --".

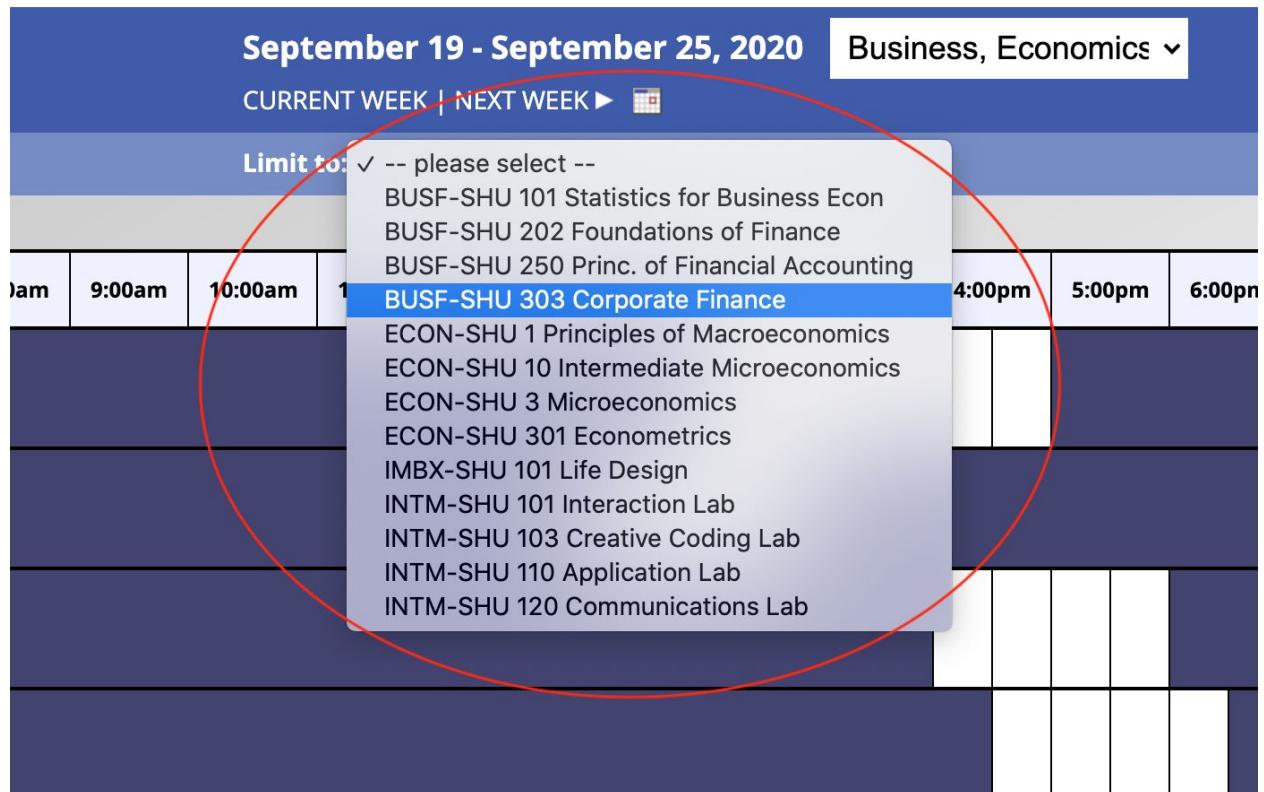
Step Two: Schedule an appointment

1. Go to <http://nyus.mywconline.com>
2. Sign in using your NYU email and password.
3. Select a schedule from the top middle dropdown menu. (**If you are enrolled in a Go-Local class, select [Go-Local] Business/Economics or [Go-Local] STEM)



4. Select your course from the “Limit to” dropdown menu.

Select an NYU Shanghai course:



Select a Go-Local course:

September 21 - September 27, 2020 [Go-Local] Business/

NEXT WEEK ► 

Limit to: ✓ -- please select --

ACCT-UB 1 Principles of Financial Accounting

BUSF-SHU 101 Statistics for Business and Economics

ECON-UA 1 Introduction to Macroeconomics

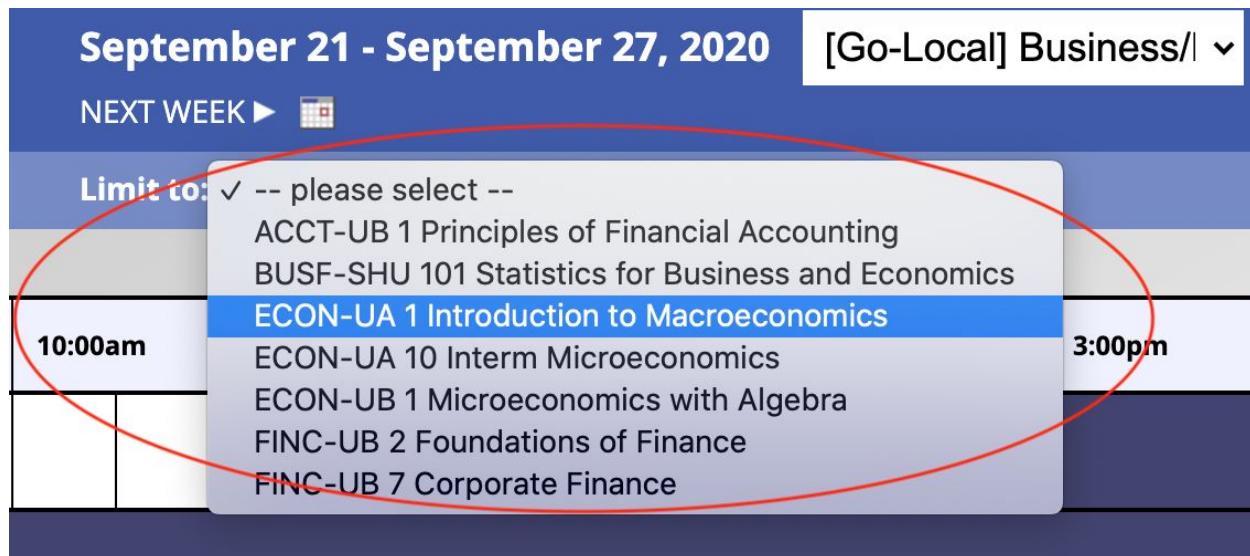
ECON-UA 10 Interim Microeconomics

ECON-UB 1 Microeconomics with Algebra

FINC-UB 2 Foundations of Finance

FINC-UB 7 Corporate Finance

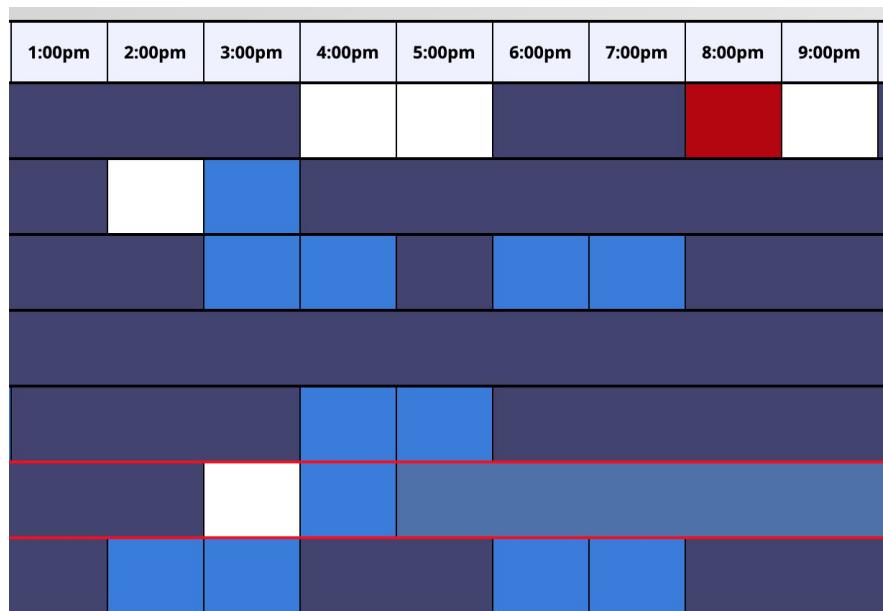
10:00am 3:00pm



5. Click on a time slot to create a new appointment. (White = available; Blue = scheduled in-person appointment by other students but you are also welcome to make an appointment at the same slot*; Red = scheduled online appointment by other students but you are also welcome to make an appointment at the same slot*)

***Note:**

- Business, Economics, IMA & STEM allow a maximum of 30 appointments for each time slot. Chinese Language allows 1 appointment only for each time slot.
- You are also welcome to walk-in during Learning Assistants' office hours, though making an appointment beforehand will help them better prepare for the session.



6. Confirm your appointment date, time, as well as whether the appointment is face-to-face or online.

Create New Appointment

Client

J [REDACTED] nyu.edu)

To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date

Monday, September 21, 2020: 2:30pm to 3:00pm [Show REPEAT Options](#)

Staff or Resource

B [REDACTED] (Business, Economics, IMA - Fall 2020)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

STAFF/RESOURCE EMAIL: b [REDACTED] [REDACTED]

Meet Online?

No. Meet **face-to-face** at the center.

Yes. Schedule **Online** appointment.

If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Step Three: Arrive in your appointment on time

In-person Appointments:

If you use LA services for an **NYU Shanghai course**:

- STEM/Business/Economics LAs hold office hours in the ARC on the 5th floor in the main academic building;
- IMA LAs hold office hours in the IMA Lab at Room 826 in the main academic building;
- Chinese LAs hold office hours in Chinese clinic at Room 965 in the main academic building.

If you use LA services for a **Go-Local course**:

- All Go-Local LAs hold office hours at Room 28-101 in the Shinmay building.

Online Appointments:

All online appointments are held over Zoom. Please access the Zoom meeting by clicking on the Zoom URL under the LA's bio (see below).

Appointment DateTuesday, September 22, 2020: to [Show REPEAT Options](#)**Staff or Resource**

M [REDACTED] o (STEM - Fall 2020)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.**STAFF/RESOURCE EMAIL:** [REDACTED]**LOCATION:** 5th Floor, ARC, Main Academic Building

H [REDACTED] and
cc [REDACTED] the
IM [REDACTED] TV
ca [REDACTED]
shows and reality shows. Feel free to talk to me anytime and about anything.

Please click on this Zoom URL to access [REDACTED] online
appointment: [https://nyu.zoom.us/j/949\[REDACTED\]4](https://nyu.zoom.us/j/949[REDACTED]4)