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.

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

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

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 ▼

Staff or Resource
Business, Economics, IMA - Fall 2020

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.
STAFF/RESOURCE EMAIL: business_economicsima@nyu.edu

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 Date
Tuesday, September 22, 2020: 1:00pm to 1:30pm

Staff or Resource
M. John (STEM - Fall 2020)

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

STAFF/RESOURCE EMAIL: john.m@example.com

LOCATION: 5th Floor, ARC, Main Academic Building

He enjoys watching action movies, reality TV shows, and playing basketball. He can be reached anytime via email or phone call. Feel free to talk to him anytime and about anything.

Please click on this Zoom URL to access online appointment: https://nyu.zoom.us/j/945-123-432