



4. Select face-to-face or online option (red arrow)
5. Click blue button at bottom to “create appointment”

AA austincollege.mywconline.com

### Create New Appointment

**Client**  
Ramsey, Laura (ramsey@ausincollege.edu)  
To select a different client, begin typing a name or email above and then select from the resulting list.

**Appointment Date**  
Wednesday, August 26, 2020: 12:00pm to 12:30pm Show  
[REPEAT Options](#)

**Staff or Resource**  
Jonathan Voos (ASC Tutor) (Academic Skills Center Fall 2020)

**APPOINTMENT LIMITS:** Appointments must be between 30 minutes and 1 hour in length.  
**LOCATION:** Academic Skills Center

**Meet Tutor 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."

**Appointment Focus \***  
BA 361

**This schedule supports file attachments.** To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #	Document Title	Notify Client? *
File #1 <input type="button" value="Choose File"/> no file selected		No
File #2 <input type="button" value="Choose File"/> no file selected		No
File #3 <input type="button" value="Choose File"/> no file selected		No

**ADMINISTRATIVE OPTIONS**  
Walk-In/Drop-In  | Missed  | Placeholder  | Email Client?