

# Math and Writing Center Scheduling System

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## A. How to register an account?

1. Go to the link <https://studentsuccess.aua.am/schedule-an-appointment/> or <https://aua.mywconline.com/>
2. Click **Register for an account**. Fill out the required information and set a password.

**Student Affairs**

You have successfully logged out of the system.

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**First visit?** Register for an account.  
**Returning?** Log in below.

Email Address

Password

**AVAILABLE SCHEDULES**

**Math and Writing Center Fall 2019**

Career Services

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

**LOG IN**

3. Each time you want to make an appointment, just log in with your AUA email and password.

## B. How to make an appointment?

- To make an appointment, click the white available boxes and fill in the information.



WELCOME, VARDAN ▾ May 25 - May 31, 2020 Math and Writing Cer ▾  
◀ PREVIOUS WEEK | CURRENT WEEK ▶

SEARCH HELP? Select the course: -- please select --

May 25: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
<b>Vardan Math Consultant</b> SUPPORTS 5 MEMBER GROUPS ONLINE ONLY										
<b>Sona Writing Consultant</b> ONLINE ONLY										
<b>Anna Writing Consultant</b> ONLINE ONLY										
<b>Narek Math Consultant</b> SUPPORTS 5 MEMBER GROUPS ONLINE ONLY										

WAITING LIST: MAY 25, 2020

May 26: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
<b>Vardan Math Consultant</b> SUPPORTS 5 MEMBER GROUPS ONLINE ONLY										
<b>Sona Writing Consultant</b> ONLINE ONLY										
<b>Anna Writing Consultant</b> ONLINE ONLY										
<b>Narek Math Consultant</b> SUPPORTS 5 MEMBER GROUPS ONLINE ONLY										

- The math and writing consultants are combined in one schedule, so please **be attentive** when selecting a consultant.
- To choose a consultant, you can view the **consultants' profile** by clicking any appointment spot. The profile looks like this:

### Staff or Resource

Vardan Math Consultant (Math and Writing Center Fall 2019)

**APPOINTMENT LIMITS:** Appointments must be between 30 minutes and 1 hour in length.  
Vardan specialises in Probability Theory, Financial Math, Econometrics and Microsoft Excel.  
He conducts sessions both with undergraduate and graduate students.

7. You may choose the course name by clicking **Select the Course** button and the system will show the consultant who can conduct the session.

Note: if the course is not in the list, you can still click **Other** and make an appointment with any of the available consultants.

8. You should book your appointment **at least 1 hour (60 minutes) before your preferred appointment time.**

9. When you are making an appointment, write the purpose of your meeting **in detail** to help the consultant prepare for your session and serve you in the best possible way.

**Describe in detail the purpose of your visit \***

*\* Ex.: Homework 5, problems 2 and 4;  
Lecture 4;  
The Binomial Theorem;  
Midterm 1, pr. 1, 3, 5; Final Exam, pr. 2, 4, 6*

10. For math sessions, you can register as a group (up to 5 people). Write all your names by clicking **Add new appointment to slot**.

This time slot is a group slot that can hold up to 5 appointments. **You are currently viewing the only appointment in this time slot.**

[ADD NEW APPOINTMENT TO SLOT](#)

11. Please note that **you can register up to 3 appointments per week** for both math and writing sessions.

### C. What if there are no available spots?

12. If there are no available spots for a session, you can join the **waiting list**, choosing a specific consultant or times by clicking:

WAITING LIST: OCTOBER 24, 2019						
	4:00pm	5:00pm	6:00pm			

As soon as an appointment is canceled, you will immediately be notified.

### D. How to edit and cancel your appointment?

13. You may **edit or cancel your appointment** any time by logging in the system and clicking your appointment. At the bottom of your appointment form you can see the following buttons:

EDIT APPOINTMENT

CANCEL APPOINTMENT

Email client notice of cancellation?

### Appointment Date

Monday, May 11, 2020: 5:00pm to 5:30pm

### Staff or Resource

Vardan Math Consultant (Math and Writing Center 2019-2020)

**APPOINTMENT LIMITS:** Appointments must be between 30 minutes and 1 hour in length.  
Vardan specialises in Probability Theory, Financial Math, Econometrics and Microsoft Excel.  
He conducts sessions both with undergraduate and graduate students.

### Meet Tutor Online?

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."

Questions marked with a \* are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

#### Course \*

Calculus

#### Section/Instructor \*

A

### Describe in detail the purpose of your visit \*

Review

### ADMINISTRATIVE OPTIONS

Walk-in/Drop-In  | Missed  | Placeholder  | Email Client?  | MOVE APPT

SAVE CHANGES

CLOSE WINDOW

RETURN TO OVERVIEW

Note: **if you miss two appointments**, you will not be able to use the Center's services throughout the semester, so **cancel your appointment if you are not able to attend the session.**

Note that you can cancel your appointment **at least 1 hour (60 minutes) prior to the appointment time.**

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**If you need further help or have any questions, contact us at**  
[mathandwriting@aua.am](mailto:mathandwriting@aua.am)