

# How to create an appointment

1. Go to [lonestar.mywconline.com](http://lonestar.mywconline.com) and sign in with your email address and password.
2. Once you've signed in, choose an appointment schedule.


March 23 - March 29, 2020		Honors Research Cc ▾
◀ PREVIOUS WEEK   CURRENT WEEK		Honors Research Consultation
		Atascocita Math Tutoring - ONLINE Sp 2020
		Atascocita Writing Tutoring - ONLINE Sp.2020
		<b>Kingwood Math Tutoring - ONLINE Sp 2020</b>
		Kingwood Science Tutoring - ONLINE Sp 2020
		Kingwood Writing Tutoring- ONLINE Sp2020
9am	10:00am	

3. For MATH or SCIENCE, choose the course you want tutoring in. **This step must be done *before* clicking on an available appointment – this will ensure you're matched with a tutor who is able to help you in your class!** For WRITING, skip this step.

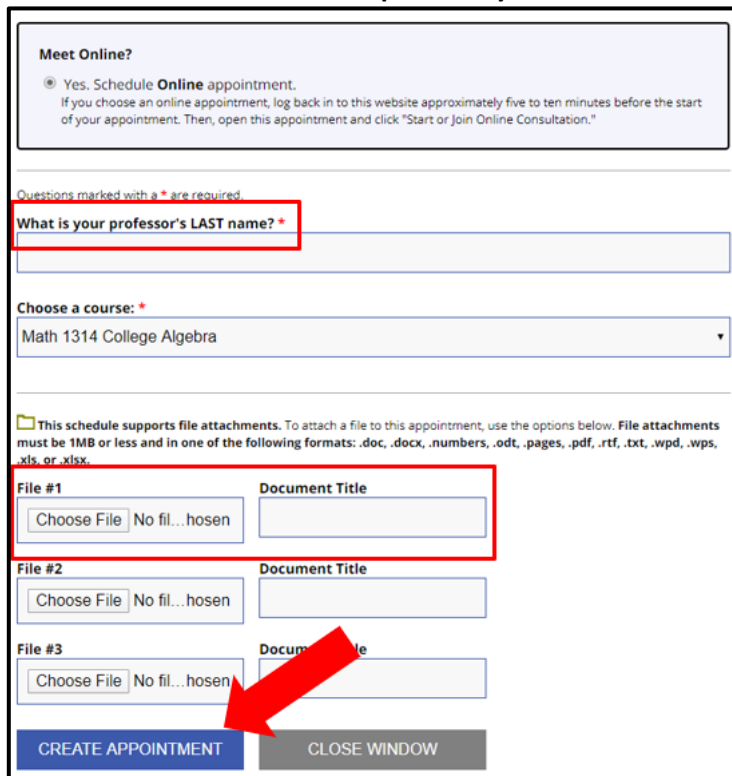
March 25 - March 31, 2020		Kingwood Math Tuto ▾
NEXT WEEK ▶		
Choose a course:		-- please select -- ▾
		-- please select --
		Math 0232 Mathematics for Liberal Arts NCBO
		Math 0242 Statistics NCBO
		Math 0309 Foundations of Math Reasoning
		Math 0310 Intermediate Algebra
		Math 0314 College Algebra NCBO
		Math 0324 Math for Business/Social Science NCBO
		<b>Math 1314 College Algebra</b>
		Math 1316 Trigonometry
		Math 1324 Math for Business/Social Science
		Math 1325 Calculus for Business
		Math 1332 Mathematics for Liberal Arts
		Math 1342 Statistics
		Math 2318 Linear Algebra
		Math 2320 Differential Equations
		Math 2412 Precalculus
		Math 2413 Calculus I
		Math 2414 Calculus II
		Math 2415 Calculus III
		Math Other

4. Choose a tutor and timeslot.

Mar. 25: Wednesday	10:00am	11:00am
Oscar Villalobos ONLINE ONLY		
Roger Ramirez ONLINE ONLY		



5. Fill out the appointment form with your course information and click “Create Appointment.” MATH and SCIENCE have the *option* of uploading files to the appointment. For WRITING, it is *required* that you attach your assignment instructions, and if possible, your essay. Please see the next page for instructions on how to upload your file.



**Meet 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.

**What is your professor's LAST name? \***

Choose a course: \*  
Math 1314 College Algebra

This schedule supports file attachments. To attach a file to this appointment, use the options below. File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

**File #1** Document Title  
Choose File No fil... hosen

**File #2** Document Title  
Choose File No fil... hosen

**File #3** Document Title  
Choose File No fil... hosen

CREATE APPOINTMENT CLOSE WINDOW

**\*About your appointment!\***

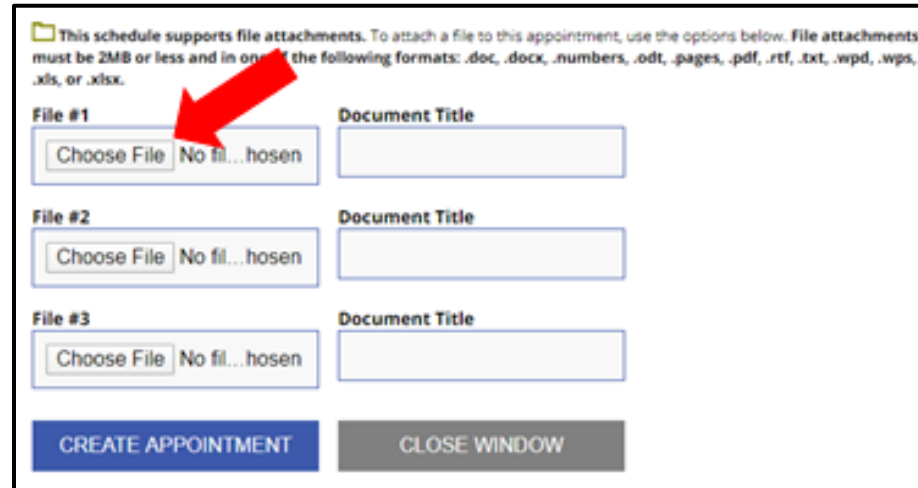
**You need to come prepared with questions or agenda items to go over with the tutor. Appointments are only 45-minutes long (30-minutes long for WRITING) and you will want to make the most of your time.**

**For WRITING tutoring, it is required that you attach your assignment instructions *and* a copy of the essay you want the tutor to review.**

**If you do not join your appointment within the first 10 minutes of the starting time, you will forfeit your time slot.**

# How to attach a file to your appointment

1. Download your assignment instructions from D2L. You can learn how to do this by going to <https://vlac.lonestar.edu/help/a338>
2. Click the “Choose File” button and open your file from where you saved your document.



This screenshot shows the appointment form with three file attachment slots. A red arrow points to the 'Choose File' button in the first slot. The form includes a 'Document Title' field for each slot and 'CREATE APPOINTMENT' and 'CLOSE WINDOW' buttons at the bottom.

This schedule supports file attachments. To attach a file to this appointment, use the options below. File attachments must be 2MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

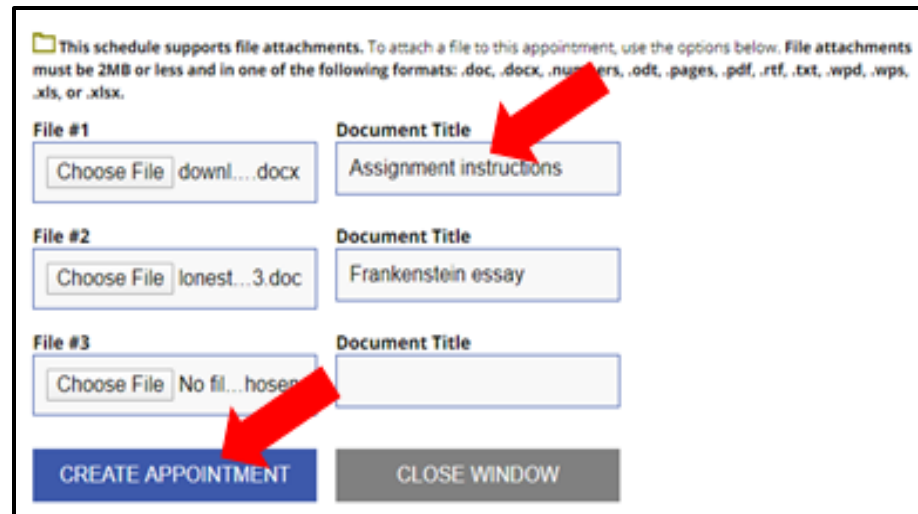
File #1  
Choose File No fil...hosen Document Title

File #2  
Choose File No fil...hosen Document Title

File #3  
Choose File No fil...hosen Document Title

CREATE APPOINTMENT CLOSE WINDOW

3. Place a title for the document and click “Create Appointment”.



This screenshot shows the appointment form with the 'Document Title' field for the first slot filled with 'Assignment instructions' and the 'CREATE APPOINTMENT' button highlighted with a red arrow. The other slots are also filled with file names and titles.

This schedule supports file attachments. To attach a file to this appointment, use the options below. File attachments must be 2MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File #1  
Choose File downl...docx Document Title Assignment instructions

File #2  
Choose File lonest...3.doc Document Title Frankenstein essay

File #3  
Choose File No fil...hosen Document Title

CREATE APPOINTMENT CLOSE WINDOW

# How to cancel your appointment

1. Go to [lonestar.mywconline.com](http://lonestar.mywconline.com) and sign in with your email address and password.
2. Once you've signed in, go to your appointment and click on it.

<b>March 23 - March 29, 2020</b>		Honors Research Cc ▾
◀ PREVIOUS WEEK   CURRENT WEEK		Honors Research Consultation
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		Kingwood Science Tutoring - ONLINE Sp 2020
		Kingwood Writing Tutoring- ONLINE Sp2020
am	10:00am	

3. Choose the "Cancel Appointment" button

**Notice for 1325 students:** Zach is happy to help with this course but is still learning some parts of it. Some topics may take more time to work through, or the tutor may have to refer you to someone else. Tutors will always be honest with you about what they can or can't help with in order to provide the most efficient, effective help!

**MEET ONLINE? ONLINE**  
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."

**START OR JOIN ONLINE CONSULTATION**

What is your professor's LAST name?  
Combs

Briefly describe which topic(s) from your course you have for the tutor.  
Linear equations

Selected Focus  
Math 1314 College Algebra

This schedule supports file attachments. To attach a file to this appointment, click 'attach' below.

**CLOSE WINDOW**   **EDIT APPOINTMENT**   **CANCEL APPOINTMENT**

**You may cancel your appointment up to 15 minutes prior to your scheduled time.**

**If you are unable to show up for your appointment, or you no longer need it, please cancel so that another student who needs tutoring may take the timeslot.**