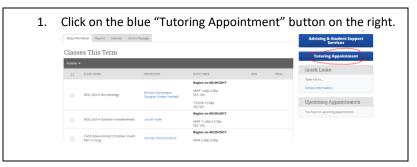
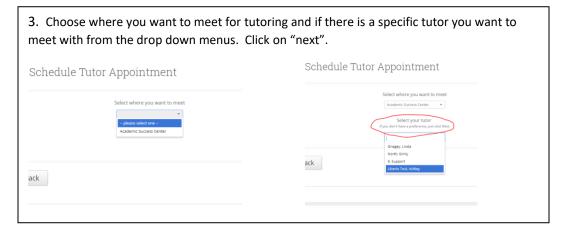
Making a Tutoring Appointment

Log into SSC Campus by clicking on "ASC tutoring" in the menu on MyEMU.



 Choose what kind of tutoring you would like from the list and then specifically what you want tutoring in (specific class or service) from the drop down list. Then click the "next" button.
 Schedule Tutor Appointment

chedule Tutor Appointment	Choose from the following list. Undergraduate Tuttoring *
Choose from the following list. please select one	Choose from the following services we have available please select one - • Winking Tuolong Biol, 242 Workshop Biol, 242 Workshop Biol, 242 Workshop Code, 243 Workshop Code, 243 Workshop Code, 243 Workshop Code, 243 Workshop Workshop Code, 243 Workshop Workshop Workshop Code, 243 Workshop Workshop Workshop Code, 243 Workshop W



4. Choose the day and time that works best for you by clicking on the appropriate appointment in the calendar. OR click on walk-in times if you want to see when tutors are available for walk-in appointments. Click on "next".

Schedu	ile Tutor Ap	pointment			
Appointment Times For The Week Of August 21					schedule rutor Appointment
on, Aug 21	Tue, Aug 22	Wed, Aug 23	Thu, Aug 24	Fri, Aug 25	* *
Morning	Morning	Close	Morning	Morning	Available Walk-In Times
Available	8 Available	12:00pm	8 Available	8 Available	Academic Success Center
ternoon	Afternoon	12:30pm	Afternoon	Afternoon	Ashley Liberio Test
wailable	10 Aveilable	1:00pm	10 Available	10 Aveilable	Monday- 8:00am-3:00pm Writing tutees please list in comments: course teacher assignment lots of other thin
		1:30pm			Linda Gnagey
		2:00pm			Thursday 5:00am-10:00am 2017-2018 - Fall
iok at what oth	er times might be available	View Walk-in Times			
ack					
				Next	

5. After you've clicked on the appointment slot you'd like make sure it's correct and indicate how you'd like a reminder, as text or email. In the comments box describe what you need help with specifically. That will help your tutor prepare.									
	Schedule Tutor Appointment Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.								
	Appointment Details Wha: Emily Travis with Ashley Liberio Test Why: Tutoring Additional Details Writing tutees please list in comments: course teacher chocolate	When: Friday, August 18 2:00µm 2:30µm Whene: Academic Success Center er assignment lots of other things and stuff and							
	Is there anything specific you would like to discuss with Ashley ? Comments for your tutor	Would you like to set a reminder? Send Me an Email Send Me a Text							

You did it! You created a tutoring appointment!

Schedule Tutor Appointment

Success! Your Appointment Has Been Created

What would you like to do now?

View My Calendar

Go Home

Create Another Appointment

Appointment Details Who: Emily Travis with Ashley Liberio Test Why: Tutoring When: Fri Aug 18, 2017 02:00 pm - 02:30 pm Where: Academic Success Center Additional Details: Writing tutees please list in comments: course teacher assignment lots of other things and stuff and chocolate

Tutor Appointment Guidelines and Etiquette

Our tutors are here to serve you!

Here are some ways you can help to ensure you get the best tutoring:

- Sign up for one or two 30 minute appointment blocks at a time per tutor appointment. 60 minutes is maximum for an appointment. This allows tutors to serve more students.
- As soon as you know you can't make an appointment cancel it or contact Emily North in the ASC or the tutor directly. This allows your appointment to be used by another student.
- If you do not cancel an appointment you cannot attend, it is counted as a no-show. If you have 3 no-shows your account will be locked. You'll need to come to the ASC to get it unlocked to make more appointments.
- We discourage signing up for weekly appointments for the whole semester. Often schedules or needs change and it's easy to forget to cancel unneeded appointments. Talk to your tutor if you think weekly appointments would be helpful so you can decide together how many weeks ahead you'd like to schedule.
- When you make an appointment tutors may include a note about what you should bring with you such as: your textbook, the assignment, notes, your computer, etc. It will show when you confirm the appointment.
- You also can include comments about what you'd like the tutor to help you with. This helps the tutor prepare for your session.