

# Making a Tutoring Appointment

Log into Navigate by clicking on “ASC tutoring” in the menu on MyEMU.

1. Click on the blue “Tutoring Appointment” button on the right.

The screenshot shows the 'Classes This Term' section with a table of classes. The sidebar on the right contains navigation buttons: 'Advising & Student Support Services', 'Tutoring Appointment' (circled in red), 'Quick Links', and 'Upcoming Appointments'.

CLASS NAME	PROFESSOR	DAY/TIMES	MID	FINAL
<b>Begin on 08/29/2017</b>				
BIO-202 Microbiology	Brieten Domingue Douglas Gruber Youlefeld	MAF 1-4p-2:30p SS-109 11:02M-12:05p SS-021		
<b>Begin on 08/29/2017</b>				
BIO-242 Nutrition Fundamentals	Leanne Yoder	MAF 11:45a-12:30p SS-109		
<b>Begin on 08/29/2017</b>				
CHST 334 A Almost Christian: Youth Men in Congo	Carmen Schrook-Hurst	MAF 2-4p-3:30p		

2. 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.

The first screenshot shows the 'Schedule Tutor Appointment' form with a dropdown menu open, showing 'Undergraduate Tutoring' selected. The second screenshot shows the same form with a dropdown menu open, showing 'Working Tutoring' selected.

3. Choose where you want to meet for tutoring and if there is a specific tutor you want to meet with from the drop down menus. Click on “next”.

The first screenshot shows the 'Schedule Tutor Appointment' form with a dropdown menu open, showing 'Academic Success Center' selected. The second screenshot shows the same form with a dropdown menu open, showing 'Linda Gnagay' selected.

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”.

The screenshot shows the 'Schedule Tutor Appointment' form with a calendar for the week of August 21st. The calendar shows appointment times for each day. A 'View Walk-in Times' button is visible at the bottom. To the right, there is a section for 'Available Walk-In Times' for the 'Academic Success Center'.

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**

**Who:** Emily Travis with Ashley Liberio Test

**When:** Friday, August 18 2:00pm - 2:30pm

**Why:** Tutoring

**Where:** Academic Success Center

**Additional Details**  
Writing tutees please list in comments: course teacher assignment lots of other things and stuff and chocolate

Is there anything specific you would like to discuss with Ashley?

Would you like to set a reminder?

Comments for your tutor...

Send Me an Email Send Me a Text

You did it! You created a tutoring appointment!

## Schedule Tutor Appointment

Schedule Tutor Appointment

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Success! Your Appointment Has Been Created

**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

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

## 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 the front desk 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.