Making a Tutoring Appointment

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

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

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.

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”.

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”.


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.

You did it! You created a tutoring appointment!

Schedule Tutor Appointment

Success! Your Appointment Has Been Created

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 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.