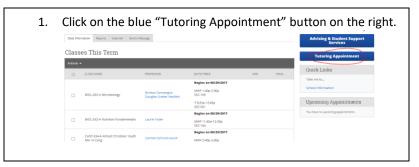
## **Making a Tutoring Appointment**

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



ack

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.

 Schedule Tutor Appointment

 Schedule Tutor Appointment

se from the following services we have

	Graduate and Professional Studies Tutioning Undergraduate Tutioning	III DL-202 MORFORD
3. Choose where you want to meet for tu meet with from the drop down menus. Cl	toring and if there is a specific tutor you want to ick on "next".	
Schedule Tutor Appointment	Schedule Tutor Appointment	
Select where you want to meet	Select where you want to meet reademic Second Center  Select your futor  Fina dark have a performan, for dask Nets  Geogry, Luda Nets, kinky S. Support Livers Text, Addreg	

Choose from the following list.

-- please select one -- \*

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".

Schedul	le Tutor Aj	ppointment			
Appointment Times For The Week Of August 21					Schedule rutor Appointment
on, Aug 21 Morning BAvatable	Tue, Aug 22 Morning 8 Available	Wed, Aug 23 Close 12:00pm	Thu, Aug 24 Morning 8 Available	Fri, Aug 25 Morning SAvasiable	Available Walk-In Times
fternoon <sup>0 Avalatie</sup>	Afternoon 10 Aveilable	12:30pm 1:00pm	Afternoon 10 Available	Afternoon 10 Aveilable	Academic Success Center Ashley Liberio Test Mondys- <b>2868-3509</b> m . Writing takes place bit in comments course teacher assignment lots of other th
		1:30pm 2:00pm			Linda Gnagey Thursday <b>ESGam 2</b> 017-2018 - Full
look at what other	times might be availabl	e. 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 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.