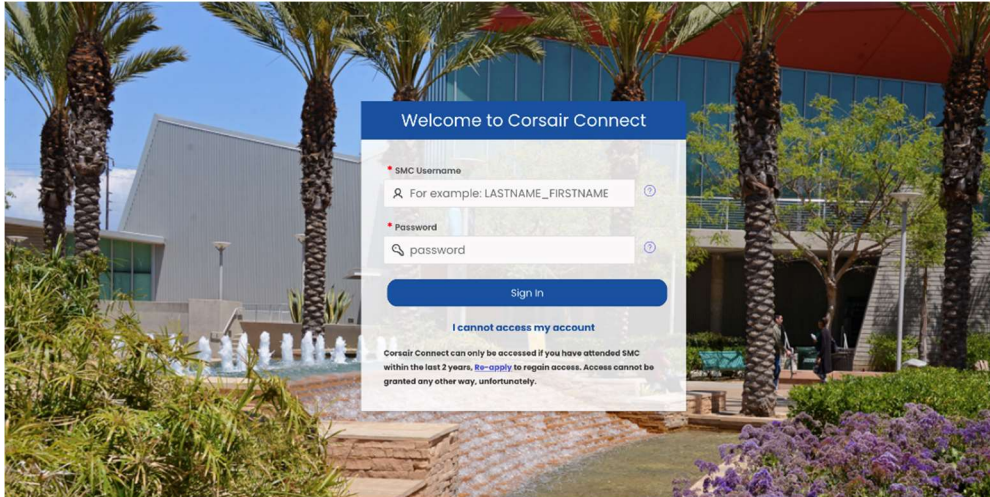


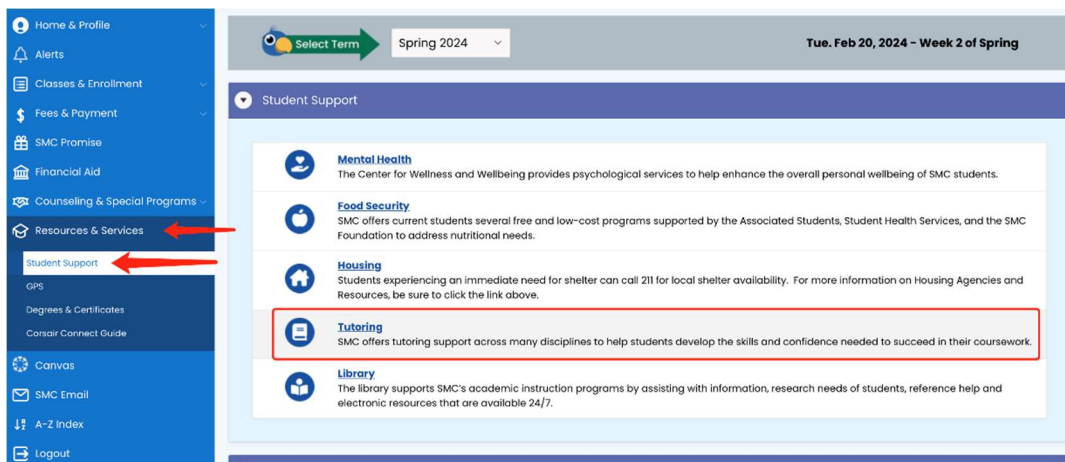
# How to make an appointment at tutoring center

Updated: 02/20/2024 Spring 2024

## 1. Log into **Corsair Connect**.



2. Click on the **"Resources and Services"** tab on the left side of the homepage.
3. Under the **"Student Support"** drop down menu, click on **"Tutoring."**



4. If you don't have an account already, you will be prompted to fill in your personal information and REGISTER. Providing your cell phone number at the bottom of the page will allow you to receive text notifications regarding your appointment (**highly recommended**).

- Choose the tutoring center you would like to visit from the drop-down menu at the top-center of the page.



Welcome, [User] Schedules Log Out

Please choose a tutoring center...

- Adelante Math Tutoring (Summer 2023)
- Black Collegians Math Tutoring (Summer 2023)
- Business - Spring 24
- CSIS - Spring 24
- ESL - Spring 2024
- Graphic Design & IxD - Spring 24
- MATH LAB ON GROUND APPS 2024 Spring
- MATH LAB ZOOM APPS 2024 Spring
- Modern Language Spring 2024
- Music
- Science (SCI 245)
- Writing & Humanities ON CAMPUS
- Writing & Humanities ONLINE

Appointment Search

This schedule does not have an option in the menus to continue working with this program.

**Welcome!**

Select a tutoring center from the "Schedules" drop-down list above.

Some tutoring sessions are offered differently and has different hours, so make sure to follow scheduling you have chosen.

- Select your preferences in the "Find an Appointment" box at the bottom of the page. If you prefer to search for an appointment using the calendar display rather than the "Find an Appointment" search, click on the "View Calendar Display" link below the "Find Appointments" button.

Display Options

Show All Staff & Resources Show All 'Choose your Class:' Options

Feb. 20: Tuesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	
Avichai: Hebrew	[Dark Blue]									
Doha: Arabic	[Dark Blue]								[Dark Blue]	
Francisco: Spanish	[Dark Blue]					[Dark Blue]				
Lina: German, Japanese 1,2				[Dark Blue]					[Dark Blue]	
Marie: French	[Dark Blue]							[Dark Blue]	[Dark Blue]	
Negin: Persian								[Dark Blue]	[Dark Blue]	
Sophia: Italian 1, German 1	[Dark Blue]					[Dark Blue]				
Terrence: Japanese, Spanish	[Dark Blue]			[Dark Blue]		[Dark Blue]				

7. When you find a time and tutor you want, click “Reserve” or any white boxes to book.

Display Options

Show All Staff & Resources  Show All 'Choose your Class:' Options

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Avichai: Hebrew									
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Lina: German, Japanese 1,2									
Marie: French									
Negin: Persian									
Sophia: Italian 1, German 1									
Terrence: Japanese, Spanish									

Click on the white box to book an appointment

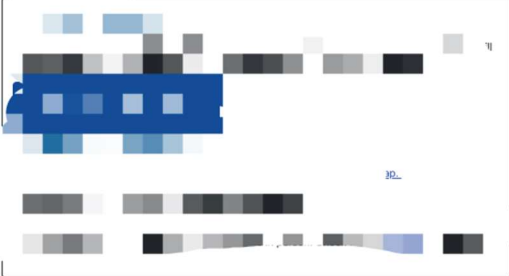
8. Complete the pop-up window shown below.

### Create New Appointment

Tuesday, Feb. 20, 2024 | 11:00 am to 11:30 am

Location: Online

**APPOINTMENT LIMITS:** Appointments must be between 30 minutes and 1 hour in length.



#### Appointment Details

Questions marked with a \* are required.

**Course \***

**What topic would you like to work on? \***

**Professor's first or last name \***

**Notes for the tutor**

**Will you be meeting our tutor online or in person? Please select. \***

-- please select --

#### File Attachments

To attach a file to this appointment, use the options below. File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File	Document Title
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>

- Be sure to click **“Create Appointment”** at the bottom of the window. You will receive a confirmation email confirming the location, date, time and tutor. Please attend the session on time.