Students how to Schedule a Tutoring Appointment

1. Log in to TCLAW
2. On your home page, you will see a button on the right-hand side that says Schedule a Tutoring Appointment. Click this button "Get Tutoring".

3. On the next page, you will be prompted to select a reason for your appointment. Then click the Next button.

4. Select the location for your appointment from the drop down menu. Next select a tutor. If you do not have preferred tutor, just select next.

What location do you prefer?

-- please select a location for the appointment --

-- please select a location for the appointment --

Thornton M. Fairchild Hall (FC)

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5. Once you click Next, you will see a grid with available appointment times. If you don't see any appointment times, click the Next Week arrow.

Schedule Tutor Appointment

| ‹ | Appointment Times For The Week Of November 06 | › |

Mon, Nov 06	Tue, Nov 07	Wed, Nov 08	Thu, Nov 09	Fri, Nov 10
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon 3 Available	Afternoon 3 Available	Afternoon 2 Available	Afternoon 2 Available	Afternoon 2 Available

View the times you can see a staff member without an appointment.   View Walk-in Times

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6. Some tutoring services on campus are available for Drop-in/Walk-in Times. If you do not see any available times listed, click on the View Walk-in Times to see the availability. Walk-in times cannot be pre-scheduled, but you are welcome to the come to that location and meet with the tutors available.

7. Click on the box for the morning or afternoon of the day you are interested in to see available times. You can use the arrows to move to the next week. Once you see the available appointment times, click on the one you want to schedule and click Next.

Wed, Nov 08

Close

4:00pm

5:00pm
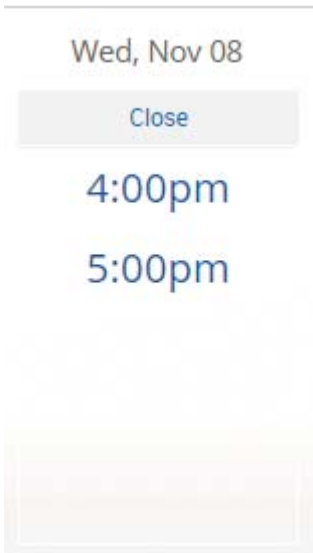
8. The details of your appointment will appear on the screen as shown below.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: ▮▮▮▮▮with
▮▮▮▮▮▮▮▮
and 1 other(s)

When: Wednesday, November 08
4:00pm - 5:00pm

Why: Psychology Review

Where: Psychology Testing Lab

Additional Details Testing or tutoring services are available Monday-Friday 4:00-6:00 by appointment.

9. If you would like to receive an email reminder, be sure to click that button. This email will go to your myTSU student email address the day before your scheduled appointment.

Student Success Platform

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: ███████ with
███████████
and 1 other(s)

Why: Psychology Review

When: Wednesday, November 08
4:00pm - 5:00pm

Where: Psychology Testing Lab

Additional Details Testing or tutoring services are available Monday-Friday 4:00-6:00 by appointment.

10. If you would like to receive a text reminder click on that button as well. You will receive a text reminder 1 hour before your scheduled appointment.

Would you like to set a reminder?

| Send Me an Email | Send Me a Text |

Email will be sent to ████████@student.tsu.edu

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11. If your cell phone number is not in the system, you will be prompted to enter it. If it is in the system, you will be prompted to confirm it. Please enter the phone number with the area code using dashes (e.g., (848) 482-1275). We recommend you choose a least one reminder type before saving your appointment.

Would you like to set a reminder?

| Send Me an Email | Send Me a Text |

Email will be sent to ████████@student.tsu.edu

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12. Once you have entered this information and confirmed that the date and time of the appointment is correct, click Confirm Appointment to schedule the appointment.