How to Schedule a Tutoring Appointment

1. Login to your SSC Campus Home Page using your K-State eID and password.

2. Select “Schedule an Appointment”.

3. Select “Tutoring Manhattan Campus”.

4. Select “Course-based Tutoring”.

This student is not enrolled in any classes in the current term.

Quick Links
- Take me to...
- Schedule a General Event
- School Information
- Download Center for Reports
5. Choose a location.

*Note:* Scheduled tutoring occurs at “Holtz Hall Tutoring”. There is Drop-In availability at all 4 locations. If you do not see availability at one location, you can go back and select another location.

*Note:* One-on-One tutoring is available thru Educational Supportive Services for qualifying students. Choose “ESS One-on-One Tutoring” for the location. ESS will notify qualifying students by email the same day.

6. Select the course for which you’d like to receive tutoring from your list of enrolled classes.

Optional: If you have a preference for a specific tutor, type the tutor’s name. If you do not have a preference, just click Next. This will show you all tutor availability.
7a. Select morning or afternoon to view specific time availabilities.

b. Use the arrows to navigate to different dates.

Note: Tutoring appointments must be made at least 24 hours in advance and up to 2 weeks in advance. SSC Campus will not display availability that is less than 24 hours away from the time of signup.

8. Select a time.

Note: All scheduled tutoring appointments begin on the half hour and are 50 minutes long, so that you’ll still have time to get to your next class! Also, be aware that scheduled tutoring sessions are limited to 4 students per session.
9a. Review your appointment details.

b. Type any notes that you want the tutor to be aware of.

c. Select or unselect the boxes to adjust your preference for how you receive your appointment reminder.

d. Select “Confirm Appointment” to finalize your appointment.
10. Congrats- You’ve scheduled a tutoring appointment! When you arrive in Holtz, check in at the front desk or at the check-in kiosks located in the lobby area to the left of the front desk. **Come prepared with your student ID or your Wildcat ID number.**

How to View Drop-In Availability

1. Complete steps 1-7 from above. Then, select “View Drop-in Times”.

![Times From August 14 To August 18](image-url)
2. View available drop-in times for the class you selected.

*Note: Drop-in sessions are limited to 7 students at a time. If a session is at maximum capacity when you arrive, you will be asked to wait until another student leaves.*