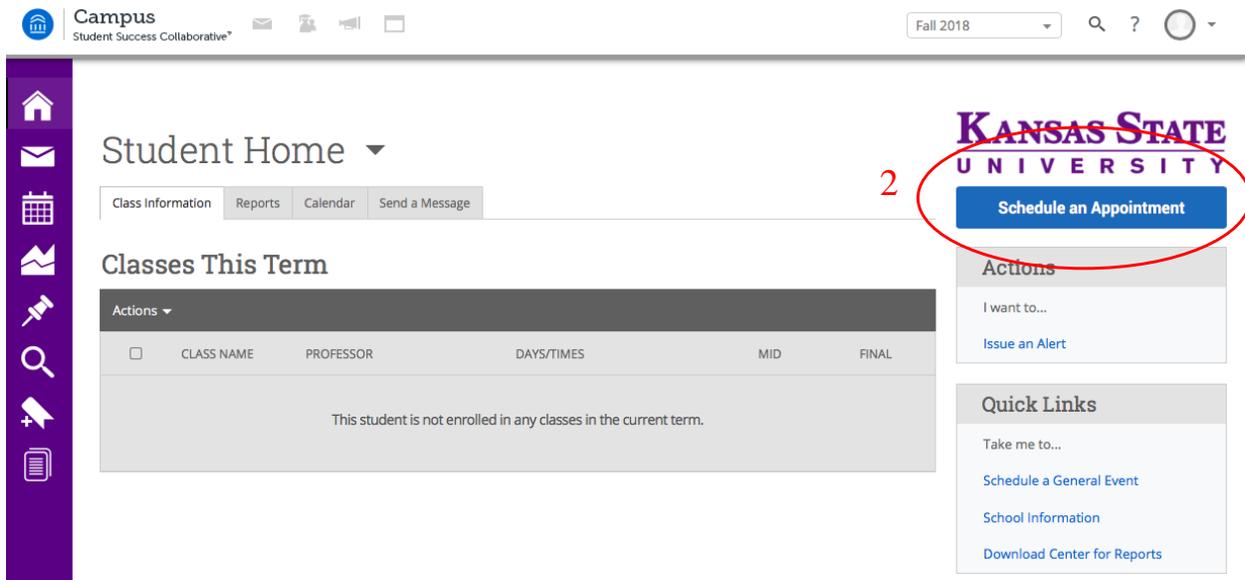
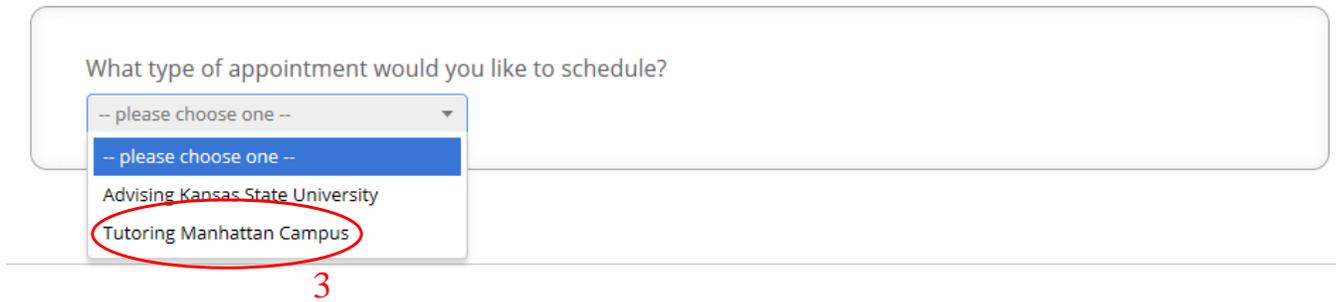


# How to Schedule a Tutoring Appointment

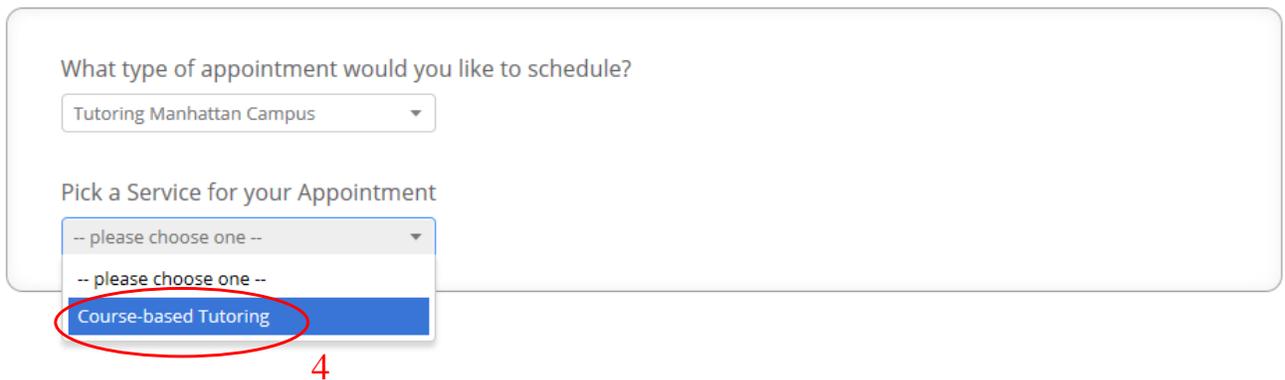
1. Login to your [SSC Campus Home Page](#) using your K-State eID and password.
2. Select “Schedule an Appointment”.



3. Select “Tutoring Manhattan Campus”.



4. Select “Course-based Tutoring”.



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.*

The screenshot shows a web form with the heading "Pick a Location for your Appointment". Below the heading is a dropdown menu currently displaying "-- please choose one --". The dropdown is open, showing a list of options: "Derby Dining Center Tutoring", "ESS One-On-One Tutoring", "Holtz Hall Tutoring", and "Kramer Rocky Ford Room Tutoring". To the right of the dropdown is a "Next" button. A left-pointing arrow is visible on the left side of the form area.

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

The screenshot shows a web form with the heading "Pick a Location for your Appointment". Below this heading is a dropdown menu with "Holtz Hall Tutoring" selected. Below that is the heading "Pick a Course" followed by a dropdown menu displaying "-- please choose one --". This dropdown is open, showing a list of course options: "ACCTG-231 Accounting For Business Operations", "AGEC-308 Farm And Ranch Management", "CHM-110 General Chemistry", "CHM-110 General Chemistry", "CHM-111 General Chemistry Laboratory", "CHM-111 General Chemistry Laboratory", and "HORT-190 Pre-Internship In Horticulture". The "HORT-190 Pre-Internship In Horticulture" option is highlighted in blue. To the right of the dropdown is a "Next" button. A left-pointing arrow is visible on the left side of the form area.

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.

Pick a Location for your Appointment

Holtz Hall Tutoring

Pick a Course

ACCTG-231 Accounting For Business...

Pick a Staff Member

Any Staff

If you don't have a preference, just click Next.

◀ Back

Next ▶

- 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.*

Times From August 14 To August 18

Tue, Aug 14	Wed, Aug 15	Thu, Aug 16	Fri, Aug 17	Sat, Aug 18
Morning N/A	Morning N/A	Morning 3 Available	Morning 4 Available	Morning 3 Available
Afternoon N/A	Afternoon N/A	Afternoon 4 Available	Afternoon 4 Available	Afternoon N/A

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

◀ Back

Next

- 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.*

Times From August 14 To August 18

Tue, Aug 14	Wed, Aug 15	Thu, Aug 16	Fri, Aug 17	Sat, Aug 18
Morning N/A	Morning N/A	Close 9:30am 10:30am 11:30am	Morning 4 Available	Morning 3 Available
Afternoon N/A	Afternoon N/A		Afternoon 4 Available	Afternoon N/A

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

[Back](#) [Next](#)

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.

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

**Appointment Details** 9a

**Who:** [redacted] with [redacted] **When:** Thursday, August 16  
9:30am - 10:30am

**Why:** Course-based Tutoring **Where:** Holtz Hall Tutoring

**Additional Details** Check in at the front desk please.

Is there anything specific you would like to discuss with [redacted]?

**9b**

Send Me an Email 9c  
 Send Me a Text  
Please provide your mobile number

[Back](#) [Confirm Appointment](#) 9d

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.**

### Success! Your Appointment Has Been Created

#### Appointment Details

**Who:** [redacted] with [redacted]

**Why:** ACCTG-231 Accounting For Business Operations

**When:** Thu Aug 16, 2018 09:30 am - 10:30 am

**Where:** Holtz Hall Tutoring

**Additional Details:** Check in at the front desk please.

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

## 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 >

Tue, Aug 14	Wed, Aug 15	Thu, Aug 16	Fri, Aug 17	Sat, Aug 18
Morning N/A	Morning N/A	Morning 3 Available	Morning 4 Available	Morning 3 Available
Afternoon N/A	Afternoon N/A	Afternoon 4 Available	Afternoon 4 Available	Afternoon N/A

View the times you can see a staff member without an appointmentView Drop-in Times

◀ Back1Next ▶

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.*

### Holtz Hall Tutoring

Monday- **1:00pm-5:00pm** Check in at the front desk!

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