Scheduling a tutor appointment

Overview

SSC Campus allows students to view tutoring availability and schedule tutoring services. Services are offered by walk in and appointment. Not all tutoring services are available by appointment. Several services are available by walk in only. Availability for both of these options can be viewed within the Schedule Appointment process.

Instructions for Students

Log into myUWF and search for SSC Campus (SSC Campus is changing its name to Navigate, stay tuned for details)

Step 1

Choose View Advising/Student Support or Tutoring Availability from the menu on the right side

Step 2

Select what type of appointment you would like to schedule

Schedule Appointment

Step 3

Select the Tutoring Category that best matches your needs
Schedule Appointment

- Tutoring in one of my courses = subject specific tutoring - may be limited to certain courses
- Other Tutoring & Learning Resources Services = Study Skills Assistance (for any course) or General Paper Reading
- Academic Success Workshop = workshop series offered through Tutoring and Learning Resources to assist with academic skill building in Time Management, Studying, etc.
- PASS Session = Peer Assisted Study Sessions - may be limited to certain courses
- Workshops = workshops tied to a specific course (typically math courses) to reinforce classroom knowledge

Steps 4 - 8 (Click each link to expand the steps and view screenshots)

- **Tutoring in One of My Courses**
  - If you need subject specific tutoring in one of your courses
  - 4. Select Course-based Tutoring
  - 5. Identify the available locations and choose your preferred location. All campus tutoring locations options will show in this menu. For more information about tutoring services offered at each location, please visit [www.uwf.edu/tutoring](http://www.uwf.edu/tutoring).
  - 6. Select which course from your schedule you are seeking assistance for.*
    
    *Tutoring is not available for all courses. The system will allow you to move to the view availability page, however, if tutoring is not available for the course, appointments and/or walk in availability options will be blank. Hint: After selecting your course, if a "Select your preferred tutor" option appears, tutoring is available for the selected course.

    a) Select your Preferred Tutor (if known) or Skip to the next step*

  - 7. View the available times by clicking on the blue boxes to expand and then highlight the time you would like to select. If there are no available times for appointments - select View Drop in Times for additional options.

  - 8. Confirm the appointment date/time and location - confirm your email address and cell phone for email and text reminders - click on confirm appointment
PASS Sessions (PASS) are a student-facilitated academic support program designed to help students improve their performance and retention in specific courses. PASS is attached to courses to provide students with a systematic and disciplined approach for processing the course material assigned by the professor. During these sessions, the peer leader uses interactive learning strategies which encourage involvement, comprehension, and synthesis of course content in a group setting. PASS sessions are free, voluntary, and open to the entire student population of each designated course regardless of their knowledge or ability level. PASS sessions are held in the OASIS section of the Pace Library on the first floor.

3. Select from the available course options
4. Select the available location
5. View the available times for these sessions by clicking on the View Walk In Times
6. Find a day/time that works for you and "drop in" to a PASS session
Workshop

- Student Success Workshops are offered in a variety of areas and you would typically be directed to schedule one of these vs. finding it on your own.

- OASIS Workshops are designed for students to solve problems using techniques learned during lecture courses. Under the leadership of faculty, workshops are lead by student facilitators on a weekly basis to reinforce classroom knowledge. Workshops are optional although most faculty offer incentives for attendance. These are offered for specific courses in the Hal Marcus College of Science & Engineering.

3. Select from the available options

4. Select the available location

5. View the available times for these sessions by clicking on the View Walk in Times

6. Find a day/time that works for you and "drop in" to an OASIS session
Other Tutoring Services

If you need other Tutoring Services including Study Skills Assistance or a General Paper Reading

3. Select which service you are seeking

4. Identify the available locations and choose your preferred location (if more than one is available).

5. View the available times by clicking on the blue boxes to expand and then highlight the time you would like to select. If there are no available times for appointments - select View Walk in Times for additional options available to "drop in".

6. Confirm the appointment date/time and location - confirm your email address and cell phone for email and text reminders - click on confirm appointment OR Find a day/time that works for you and "drop in" to a session