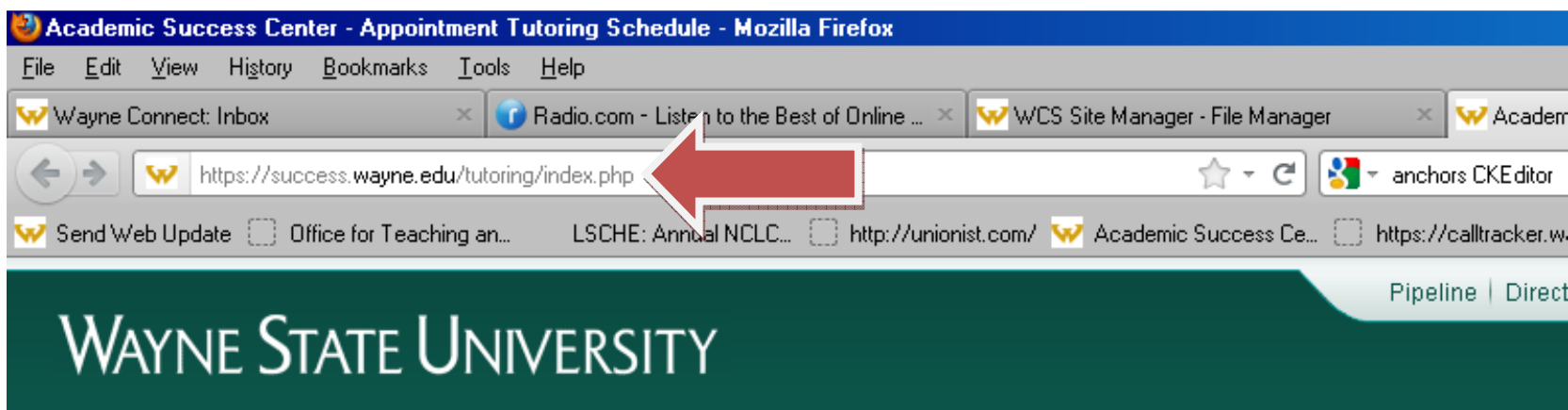


**Academic Success Center
Tutoring Program
Appointment Tutoring Scheduling Instructions**

1. Go to <http://success.wayne.edu/tutoring/index.php>.



2. Use the drop-down menu to select the semester.

Appointment Tutoring Schedule

Please begin by selecting a semester from the dropdown menu.

The Appointment Tutoring Schedule is sortable by subject, Tutor's last name, and day of the week using the dropdown menus below.

You can view your scheduled appointments by clicking on the "View My Appointments" box. You will need to log-in using your [WSU Access ID](#) and password.

If you have not used the system before, please read [the instructions](#), [the rules](#) and the [Tutoring Program F.A.Q.](#)

Please Select a Semester

Semester 

Currently there are no tutoring sessions, please try again later.

3. Use the dropdown menus (“Subject,” “Tutors,” and “Days”) to select the support that will meet your scheduling needs.

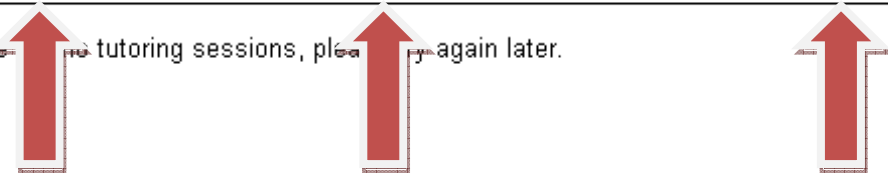
Schedule Tutoring Session

You are looking at **Winter 2012** (January 17, 2012 - April 23, 2012) [View My Appointments](#)

Select a different semester:

Subject: **Tutors:** **Days:**

Currently there are 0 tutoring sessions, please try again later.



4. View the results of your filtering and select a day and time by clicking on the “Make Appointment” link next to the Tutor’s name.

Schedule Tutoring Session

You are looking at **Winter 2012** (January 17, 2012 - April 23, 2012) [View My Appointments](#)


Select a different semester:

Subject: **Tutors:** **Days:**

Results

ZZZ 9999 - Test Course for Manager Users

Day	Time	Tutor	Appointments
Mondays	8:00 am - 12:00 pm	Name, Testing	Make Appointment



5. On the next screen, enter your Access ID and password. This is the same information used to access your Wayne Connect Webmail and Pipeline account. Click the “Login” button.

Academic Success Center

Home
Tutoring
Supplemental Instruction
Workshops
Study Skills Counseling
Comerica Scholars
Employment
Meet the Staff
FAQ

Tutoring Appointments

Please Login to Continue

AccessID:

Password:

Login

Go Back To List

6. Use the dropdown menu to select a date.

Make Tutoring Appointment

Hello, **Chardin Claybourne** [Logout](#)

Class: ZZZ 9999
Tutor: Testing Name
Day: Monday

To continue, please select a date

Appointment Date:

Go Back To List

Select A Day
Monday, December 26th, 2011

7. Then, use the new dropdown menu to select a time. After selecting a time period, click the “Make Appointment” button.

Make Tutoring Appointment

Hello, **Chardin Claybourne** ([Logout](#))

Class: ZZZ 9999
Tutor: Testing Name
Day: Monday

To continue, please select a date

Appointment Date: Monday, December 26th, 2011

Time: 8:00 am - Unavailable

Make Appointment

Go Back To List

8:00 am - Unavailable
9:00 am - 10:00 am
10:00 am - 11:00 am
11:00 am - 12:00 pm

8. Check to make sure the information is correct:

Make Tutoring Appointment

Hello, **Chardin Claybourne** ([Logout](#))

Your Appointment has been made for:

Date: Monday, December 26th, 2011
Time: 8:00 am - 9:00 am
Tutor: Testing Name
Class: ZZZ 9999
Confirmation #: S204ECD

View My Appointments **Cancel Appointment** **Go Back To List**

- From this screen, you can view all of your past and upcoming appointments, cancel appointments, and go back to the list of available appointments.
- If you selected the wrong information, use the “Cancel Appointment” to cancel the appointment.
- If you want to schedule another appointment, select “Go Back To List”.
- After you have reviewed the details and are satisfied, click on the “Logout” link beside your name.

9. You will also be sent a confirmation to your Wayne State e-mail address with the details of the appointment.

10. You can always check your appointments by going to the Appointment Tutoring Schedule website at <http://success.wayne.edu/tutoring/index.php> and clicking on the “View My Appointments” box.

Schedule Tutoring Session

You are looking at **Winter 2012** (*January 17, 2012 - April 23, 2012*)

Select a different semester:

Subject: **Tutors:** **Days:**

Currently there are no tutoring sessions, please try again later.