



Scheduling a Tutoring or Writing Appointment

Log in using your myCalstateLA credentials.

Schedule Assistance

On the far right side, click the **“Get Assistance”** Button to make a Tutoring or Writing Appointment.



Get Assistance

Quick Links

Take me to...

[School Information](#)

Upcoming Appointments

You have no upcoming appointments.

What type of appointment would you like to schedule?

To begin, select: **Learning Assistance**

Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --

- please choose one --
- Advising
- Learning Assistance**

What type of appointment would you like to schedule?

Select: **Tutoring** or **Writing Assistance** from the dropdown list.

Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --

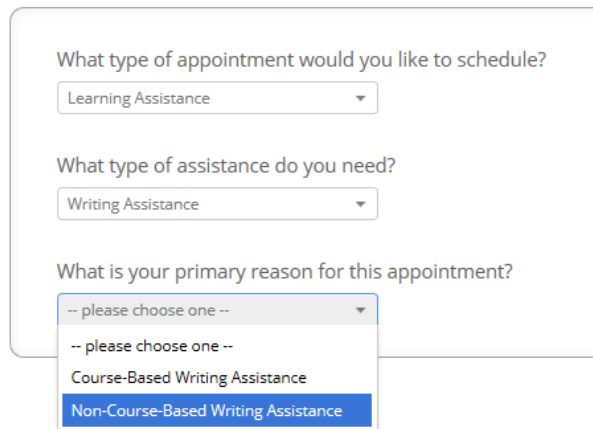
- First Year Math Assistance
- Tutoring Support**
- Writing Assistance
- Tutoring Support

Select an Appointment Reason

For Tutoring, select either: **Individual Assistance for Specific Courses** or **Small Group Assistance for Specific Courses**

For Writing Assistance, select either: **Course-Based Writing Assistance** or **Non-Course-Based Writing Assistance**.

Schedule Appointment

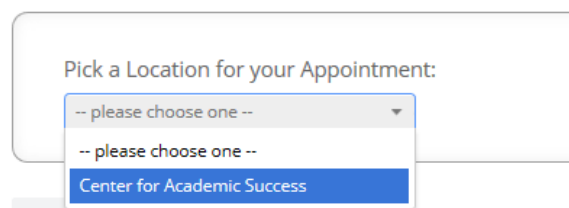


Pick a Location for your Appointment

Select: **Center for Academic Success** from the dropdown list.

Note: If you select Center for Academic Success as the location for your appointment and you receive a no availability message, please turn to the “Where to go for help” section at the end of this document.

Schedule Appointment



No Availability Message:

We're sorry, but there are currently no Staff available for the service you have selected. Please choose a different location and/or service.

Pick a Course

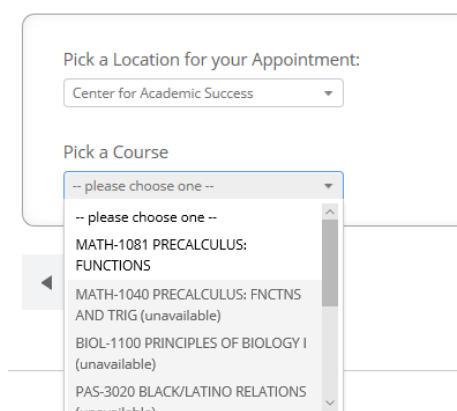
The “Pick a Course” option will only appear on services that offered to students enrolled in specific courses.

Select a course from the dropdown list.

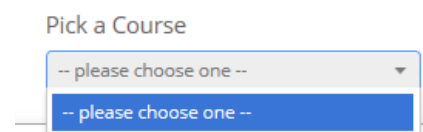
Note: Courses with a white background are supported courses. You will not be able to select courses with a grey background.

If the course you would like to select is unsupported, please contact the Center for Academic Success directly for assistance. You can find the contact information under “Where to go for help” at the end of this document.

Schedule Appointment



When options are not available, you will see this screen:



To complete Your Appointment

Select A Day And Time

Choose the day and time that fits with your schedule. If none of the available times works for you, you can view the Drop-in Times for the Center for Academic Success.

Schedule Appointment

Times From August 21 To August 25

Tue, Aug 21	Wed, Aug 22	Thu, Aug 23	Fri, Aug 24	Sat, Aug 25
Morning N/A	Morning 6 Available	Morning 6 Available	Morning 6 Available	Morning N/A
Afternoon N/A	Afternoon 10 Available	Afternoon 6 Available	Afternoon 10 Available	Afternoon N/A

Don't see the time you're looking for? [View Drop-in Times](#)

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

Confirm

Review the Appointment Details

In order to assist your Tutor in preparing for your appointment, please provide details in the comments box about the reason for your visit.

Schedule Appointment

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

Appointment Details

Who: Eddie Eagle with
Tutor Example

When: Tuesday, September 17
8:30am - 9:00am

Why: Course-Based Writing Assistance

Where: Center for Academic Success

Additional Details

Instructions here! I am located behind a wall!

Is there anything specific you would like to discuss with Tutor?

Send Me an Email

Comments for your staff...

Where to go for help for Tutoring or Writing support:

For **Tutoring Assistance**, please contact the Tutorial Wing of the Center for Academic Success at:

Phone: (323) 343-3971

You may also visit the Tutorial Wing of the Center for Academic Success at: **Library, Palmer Wing, 1st Floor, Room 1039**

For **Writing Assistance**, please contact the Writing Wing of the Center for Academic Success at:

Phone: (323) 343-5350

Email: uwc@calstatela.edu

You may also visit the Writing Wing of the Center for Academic Success at: **Library, Palmer Wing, 1st Floor, Room 1039A**