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.

**What type of appointment would you like to schedule?**

To begin, select: Learning Assistance

**What type of appointment would you like to schedule?**

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

**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.

**Pick a Course**

The “Pick a Course” option will only appear on services that are 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.
## 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning Available</th>
<th>Afternoon Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue, Aug 21</td>
<td>Morning 6</td>
<td>Afternoon 10</td>
</tr>
<tr>
<td>Wed, Aug 22</td>
<td>Morning 10</td>
<td>Afternoon 10</td>
</tr>
<tr>
<td>Thu, Aug 23</td>
<td>Morning 10</td>
<td>Afternoon 10</td>
</tr>
<tr>
<td>Fri, Aug 24</td>
<td>Morning 10</td>
<td>Afternoon 10</td>
</tr>
</tbody>
</table>

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### 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.

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### 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**