

SCHEDULING YOUR OWN COURSE CONTENT TUTORING SESSION

UIW Tutoring Services

UIW undergraduate students can schedule their own course content tutoring sessions with Tutoring Services. To schedule, log into Cardinal Apps (apps.uiw.edu), open the **Navigate** app, and follow the steps below.



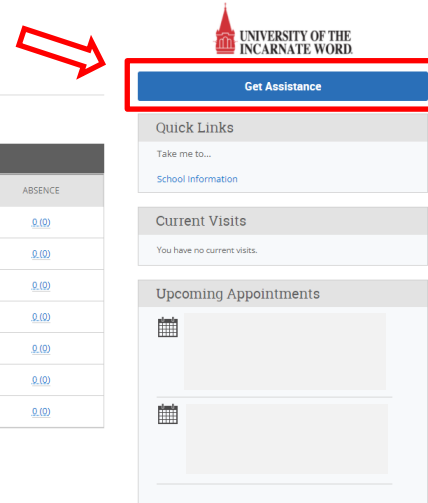
1. From the Navigate homepage, click the “Get Assistance” option.

Student Home ▾

Class Information Reports Calendar

Courses This Term

Actions ▾	COURSE	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE
<input type="checkbox"/>						0.00
<input type="checkbox"/>						0.00
<input type="checkbox"/>						0.00
<input type="checkbox"/>						0.00
<input type="checkbox"/>						0.00
<input type="checkbox"/>						0.00
<input type="checkbox"/>						0.00



2. Using the drop-down menus, select the type of appointment (tutoring), service (course-based tutoring), and date you would like the session (date can be adjusted on next screen). Click the “Find Available Time” option.

[Go Back | Dashboard](#)

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

+What type of appointment would you like to schedule?

+Service

Pick a Date ⓘ

[Find Available Time](#)

Other Options

[Request Appointment Time](#)

[Meet With Your Success Team](#)

3. Select a day that works for you, then select the course. (If you don't see your course listed, we may not have a tutor for it. Please call us to inquire about specific courses at [210] 829-3870.)

New Appointment

The screenshot shows the 'New Appointment' interface. On the left, under 'All Filters', the 'Tutoring' service is selected. The 'Service' section shows 'Course-based Tutoring' is selected. The 'Pick a Date' calendar shows September 2021, with the 28th highlighted and a red arrow pointing to it. On the right, the 'Tutoring Services' section shows 6 people and a message box with a red border: 'Please select one of the courses below to see available times at this location. Biochemistry I (CHEM-4351), Genetics (BIOL-3361), Cell Biology (BIOL-3311)'. Below this, there is a 'Request Alternate Appointment Time' button.

4. Select a day and time that work for you. **Note:** If you're wanting to work with a specific tutor, select "View individual availabilities" first.

New Appointment

The screenshot shows the 'New Appointment' interface with 'Genetics' selected in the filters. The 'Tutoring Services' section shows 4 people and a red box around the 'View individual availabilities' link. Below, the dates are listed: 'Tue, Sep 28th' (with '10:30 - 11:00 AM' circled in red), 'Wed, Sep 29th' (with '4:30 - 5:00 PM' and '5:30 - 6:00 PM' available), 'Thu, Sep 30th' (with multiple time slots available), and 'Fri, Oct 1st'.

5. Review the appointment details on the confirmation page. Make special note of the tutor (“Staff”), as you will need the name if you’d like to extend the appointment length. Then, scroll down to fill in the remaining options (meeting type, comments if applicable, and whether you’d like a reminder for the appointment). Click “Schedule.”

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Tutoring	Service Course-based Tutoring
Date 09/28/2021	Time 10:30 AM - 11:00 AM
Location Tutoring Services	
Staff Ralph Tamez	
Details LOCATION IF IN-PERSON: Student Engagement Center, 3167 LOCATION IF ONLINE: Virtual Tutoring Center (https://uiw.zoom.us/j/93104035812) *To change your scheduled mode of tutoring (online or in-person) please contact us.* *For in-person sessions, uiw safety protocols in place.* Thank you for scheduling a tutoring appointment at Tutoring Services! We recommend that you bring your text, notes, and any specific questions you have so that we may best assist you. If you are running late to your session, please notify us by calling 210-829-3870 or by joining the Virtual Tutoring Center (URL above). If you need to cancel or reschedule, we ask for at least two hours' notice, or the appointment will be counted as a no-show. For more information about our no-show/cancellation guidelines, visit: https://my.uiw.edu/tutoringservices/tutoring.html	
URL / Phone Number https://uiw.zoom.us/j/93104035812	
+How would you like to meet? X In-Person Search by name You are seeing the meeting types available for this time slot.	
Would you like to share anything else? Add your comments here	
<input checked="" type="checkbox"/> Email Reminder Reminder will be sent to lbomer@student.uiwtx.edu	
<input checked="" type="checkbox"/> Text Message Reminder Phone Number for Text Reminder 210-666-7777	
Schedule	

6. **Extending the appointment time to an hour:** Self-scheduled appointments can only be set in 30-minute increments, but you’re welcome to extend your appointment length by repeating the process above (availability permitting). Before extending an appointment, make note of the tutor you scheduled with originally and select their specific availability (step 3) to ensure you are with the same person for the full 60 minutes. In case the same tutor is unavailable for the second half-hour, you may need to work with another tutor or return at a different time for another appointment. Please call us directly if you have any questions at (210) 829-3870.

Appointment policy: You may schedule up to two hours of tutoring per course ahead of time. After you attend one of the sessions, you are welcome to schedule additional time and continue the process as needed. We encourage you to keep coming back as much as you like.