SCHEDULING AN ACADEMICS SKILLS COACHING APPOINTMENT

10 Quick Steps towards Success!

1. Visit the Learning Center’s homepage (https://myusf.usfca.edu/student-life/lwc). On the right side under the Quick Links menu select “Click here for Academic Skills Coaching”

OR

2. Log onto myusf.usfca.edu. Click on “Fav Apps” and select “Tutoring”. You may also use myusf.force.com for immediate access.

3. You have reached the “Student Appointment Dashboard”
   Use the Student Appointment Dashboard to Schedule, Cancel, and Review upcoming appointments on your Student Appointment Dashboard.

   Click on “Book an Appointment” to schedule an appointment

4. Select the “Learning, Writing, and Speaking Centers” tab
5. Above the options for Subject Tutoring/Writing Center/Speaking Center, select “click here to request Academic Skills Coaching”

6. Select all that apply for your coaching session

7. Add information that you would like us to know before your coaching session

8. Specify your availability
   (NOTE: we will follow up with you to match your availability with the availability of our academic coaches)
9. Choose your **preferred method of being contacted** to set up your appointment.

![Preferred Method of Contact](image1)

10. Let us know **how you heard about academic skills coaching**, then submit the form.

![How Did You Hear About Coaching](image2)

**NOTE:**
- CASA is the Center for Academic and Student Achievement
- SHaRE is Student Housing and Residential Education
- SDS is Student Disability Services

---

**WE LOOK FORWARD TO WORKING WITH YOU!**

*Questions? Please call 415-422-6713 or visit the Learning Center, now located in Gleeson Library, Lower Level (G03)*

Updated 8.22.2017