SCHEDULING AN ACADEMICS SKILLS COACHING APPOINTMENT

10 Quick Steps towards Success!

1. Use https://myusf.force.com/apex/USF_AcademicCoachingRequest for immediate access to the request form.
   OR
   a. On your myUSF homepage, select “Fav Apps” in the right hand corner, then select “tutoring.”

2. You have reached the “Student Appointment Dashboard”
   Use the Student Appointment Dashboard to Schedule, Cancel, and Review upcoming appointments outside of Academic Skills Coaching.
   Click on “Book an Appointment” to schedule an appointment.

3. Select the “Learning, Writing, and Speaking Centers” tab.

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4. **Above** the options for Subject Tutoring/Writing Center/Speaking Center, select “**click here to request Academic Skills Coaching.**”

5. **Select all that apply** for your coaching session

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

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

   ![Image of a dropdown menu with options: Phone, Email]

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

   ![Image of a dropdown menu with options: Faculty/Staff, CASA, SHARE, Another Student, Online, SDS, Other (Please specify)]

**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)*

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