SCHEDULING A PEER TUTORING APPOINTMENT
USF BRANCH CAMPUS STUDENTS
15 Quick Steps towards Success!

1. Log onto myusf.usfca.edu.

2. 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.

Click on “Book an Appointment” to schedule an appointment.

4. Select the “Learning, Writing, and Speaking Centers” tab.
5. IMPORTANT: Select “Subject Tutoring” (You would select Writing Center or Speaking Center for appointments in those centers).

6. Select the meeting type as “Online” (Important! – Tutors will support you via Zoom/video)

7. Select your course.

8. Select an appointment date.
   NOTE: Bolded/Underlined dates in green have appointments available for booking.
9. **Available appointments** will appear on the right. Scroll for the time you wish to book and click the “select” button.

   **NOTE:** Tutors’ names will also be listed.

![Appointment availability](image)

10. **Your preferred phone number is required** for booking. Place any additional notes you want your tutor to know in advance in the box provided.

![Appointment details](image)

11. **Select “Yes” if requesting a group appointment.** You will receive an email with further instructions. Upload any documents/materials you want your tutor to see in advance.

![Group appointment](image)

12. Notify your advisor, academic coach, professor, etc. about your appointment participation by selecting their name here. They will receive an email after the appointment is completed.

![Notify faculty or advisor](image)
13. Review your appointment details. If correct, select the “Next” button.

14. Select the box next to “I confirm” and select the “Book Appointment” button.

15. You have successfully booked an appointment! Look for an email confirmation with further instructions. Select “Back to Dashboard” to view your booking.

Additional Key Considerations
- You can book up to 4 appointments per week per subject, and one appointment per day per subject.
- Subject tutoring appointments must be scheduled at least 24 hours in advance.
- Appointments must also be cancelled at least 24 hours in advance to avoid penalty. Cancel appointments from your Student Appointment Dashboard.

Are there no appointments available for your course or that fit your schedule? Submit a “Tutor Request Form” by clicking on the blue link at the bottom of the “Subject Tutoring” scheduling screen (below the calendar).

WE LOOK FORWARD TO WORKING WITH YOU!
Questions? Please call the LWSC Front Desk at 415-422-6713 or email lwc@usfca.edu for assistance.