Welcome to the Q&SC! You can set up your weekly tutoring appointment in just **two easy steps**...

**Step #1: Make your first/initial appointment on-line**

1. Log into the on-line appointment system using the **Q&SC Tutoring** link on the Academics tab of Inside F&M.
2. On the Welcome page you can double check our course table to make sure we offer weekly tutoring for the course you want assistance with.
3. Select "Weekly Tutoring" and then a subject from the drop down list boxes at the top of the screen.
4. Scroll down to see the weekly schedule. **White spaces = available openings.** Tutors are listed along with the Prof. whose class they sit in on.
   - Look for tutor(s) who sit in on a class with your professor your first option since these tutors will be most familiar with the exact class content.
   - If your class tutor(s) is not available to you (because they are filled or schedules don't match) then finding a tutor who had the same professor is your next best option. Clicking on the white space of a specific tutor brings up a window with the tutor's BIO which includes information about who that tutor had for class.
   - Otherwise, choose a tutor whose availability matches your own.
5. When you've chosen a tutor/day/time, click on the corresponding white space and follow the prompts to make your first appointment. **Please note: to allow us to properly prepare, appointments cannot be made for the current day or the next day. Gray space = appointment unavailable (not far enough in advance or too far in advance).**
   - Make sure to click **Save Appointment**.
   - After you save your appointment, it will appear in the schedule and be visible to you **yellow space = your tutoring appointment**. Other students will not see your name but will see that the time slot has been taken (**blue space = another student’s tutoring appointment**).
6. EVERY TUTOR HAS A WEEKLY MAXIMUM NUMBER OF TUTORING SESSIONS. We will make every attempt to remove the white "available" spaces from tutors as they reach capacity. However, in the event that you schedule with a tutor who already reached his/her limit, you will be contacted and asked to select another tutor.

7. By default, your first meeting will be in the Q&SC. However, your tutor may contact you to arrange an alternate location if the Q&SC is unavailable. You may also contact your tutor to request a more convenient location; all tutoring sessions must be held in a public place such as library, student lounges, college center, etc.

Step #2: Submit the Weekly Tutoring Contract. It will take less than 5 minutes to complete.

1. Launch the on-line Weekly Tutoring Contract. The link is also available on the Weekly Tutoring schedule page. **NOTE:** Remember to make your first appointment **BEFORE** you complete the tutoring contract.
2. Complete and submit the application.
3. After we receive your Weekly Tutoring Contract, we will enter all your recurring, weekly appointments in the Q&SC on-line system. You will receive an appointment notification email with a list of all your appointments for the rest of the semester once this is complete. Please look over this list carefully and if there are any appointments you need to cancel/change please them to the attention of your tutor at your first meeting.

**IMPORTANT NOTE ABOUT CONFIDENTIALITY:** Although you can see other appointments (royal blue), you are not able to see who they are for. Nor can other students see that you have an appointment. Only the Q&SC staff can view this information and it is kept confidential.