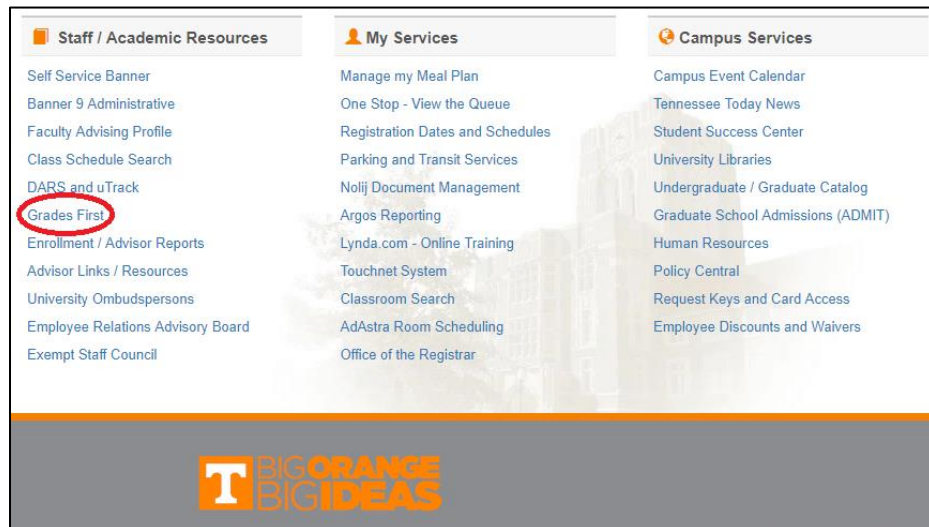
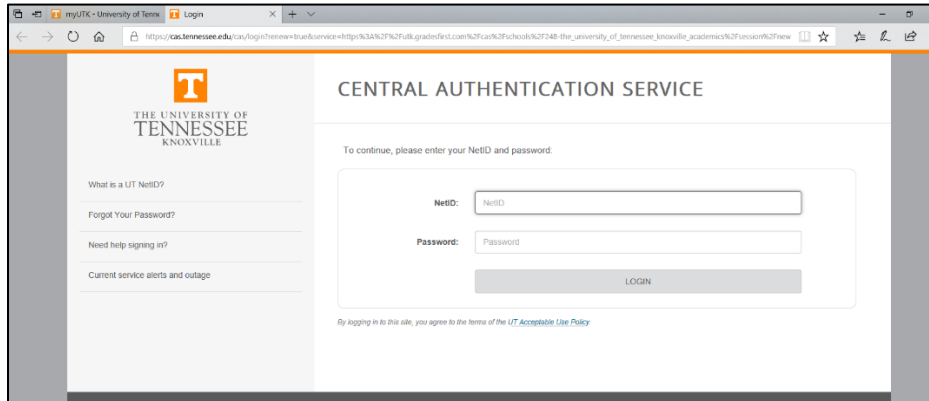
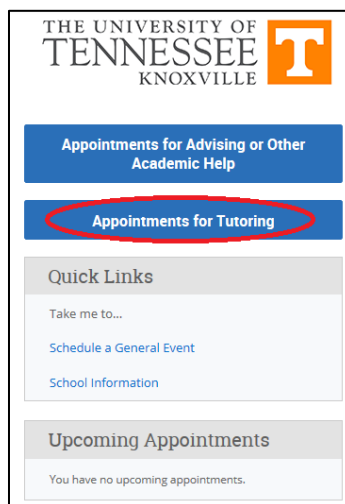


How to Make A Tutor Appointment Student Success Center

1. Log into MyUTK and select GradesFirst from the menu at the bottom of the page.



2. On your homepage, select “Appointments for Tutoring” on the right side.



3. Select your course (you can scroll or begin typing)

Screenshot of the 'Schedule a Tutor Appointment' form. The title is 'Schedule a Tutor Appointment'. There are two dropdown menus: 'Choose a Student Service' and 'What location do you prefer?'. The 'Choose a Student Service' dropdown is open, showing a search bar and a list of courses: ACCT 200, ACCT 201, ACCT 203, ACCT 207, ACCT 301, ACCT 311, and ACCT 321. The 'What location do you prefer?' dropdown is closed and shows '-- please select a service category --'.

4. Select the location you would like.

Screenshot of the 'Schedule a Tutor Appointment' form. The title is 'Schedule a Tutor Appointment'. The 'Choose a Student Service' dropdown is closed and shows 'MATH 125 Basic Calculus'. The 'What location do you prefer?' dropdown is open, showing a list of locations: Fred Brown Hall, RM 146A - SSC Tutoring, MSL Tutoring - Frieson Black Cultural Center, Math Tutorial Center - Ayres G012, Math Tutoring - Hodges Commons, and SSC Hodges Library - North Commons 220K.

5. Scroll to your preferred time and click.
6. If there is no opening at your preferred time, try a different time.
7. If there are no tutors available at your preferred location, change your location or day. You can refer to the [schedule page](#) to more intentionally plan your appointments.

Screenshot of the 'Schedule a Tutor Appointment' form showing a calendar view for 11/15/2018. The title is 'Schedule a Tutor Appointment'. The 'Choose a Student Service' dropdown is closed and shows 'MATH 125 Basic Calculus'. The 'What location do you prefer?' dropdown is closed and shows 'SSC Hodges Library - North Comm...'. Below the dropdowns is a calendar grid for 11/15/2018. The grid shows time slots from 03:00 PM to 09:30 PM. The 03:00 PM slot is blacked out. The 03:30 PM slot is open. The 04:00 PM slot is blacked out. The 04:30 PM, 05:00 PM, and 05:30 PM slots are open. The 06:00 PM, 06:30 PM, 07:00 PM, 07:30 PM, 08:00 PM, 08:30 PM, 09:00 PM, and 09:30 PM slots are blacked out. Below the calendar is a legend with the following items: GENERAL, ADVISING APPOINTMENT, TUTOR APPOINTMENT, COURSE, OPEN, DROP-IN, and N/A.

8. Verify appointment details.
9. Write any comments (optional).
10. You can choose to receive an appointment reminder via text.
11. If you are happy with the date, time, and location, click the submit button.
12. You will receive an email reminder, early, on the day of the appointment.

Location: **SSC Hodges Library - North Commons 220K**

Student Service: **MATH 125 Basic Calculus**

Time: **03:30 PM - 04:00 PM**

Additional Details:

Comments: **+ Add Comment**

Reminders:

Send Me an Email Send Me a Text

You will receive a text reminder.

Submit

11/15/2018

03:00 PM 03:30 PM 04:00 PM 04:30 PM 05:00 PM 05:30 PM 06:00 PM 06:30 PM 07:00 PM 07:30 PM 08:00 PM 08:30 PM 09:00 PM 09:30 PM

Legend: GENERAL ADVISING APPOINTMENT **TUTOR APPOINTMENT** COURSE OPEN DROP-IN N/A