

# Make a Tutoring Appointment

## GradesFirst – Student Guide

1. Go to [tutoring.wcu.edu](http://tutoring.wcu.edu)
2. Scroll down and click “Get Tutoring”
3. Use your Catamount email address and password to log in
4. On the right-hand side, click the blue button that says “Get Tutoring”



5. In the first drop-down menu, select Tutoring
6. In the second drop-down menu:
  - a. If you need help with a paper, select Writing Tutoring
  - b. If you need help with study skills, time management, etc., select Academic Skills Consultation
  - c. If you need help with a specific class, select the class (for example, CHEM-139)
7. Click “Next”

### Schedule Tutoring Appointment

To help you get tutoring quickly, please tell us why you'd like to meet with a tutor.

Tutoring ▾

Choose from the following options and click Next.

MUS-302 History of Rock Music ▾

Next ▶

8. Choose your preferred location
9. If you have a preference for a tutor, you can select his or her name in the second drop-down menu
10. Click “Next”

### Schedule Tutoring Appointment

What location do you prefer?

Couiter 477 ▾

Which tutor? You may select more than one.  
*If you don't have a preference, just click Next.*

Any Tutor ▾

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11. Using the right/left arrows, navigate to your preferred date for an appointment, then select the corresponding blue button (this will bring up a list of available appointments during that time period)

12. Select the time then click "Next"

### Schedule Tutoring Appointment

Appointment Times This Week

Mon, May 15	Tue, May 16	Wed, May 17	Thu, May 18	Fri, May 19
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Close
Afternoon N/A	Afternoon 5 Available	Afternoon 6 Available	Afternoon 6 Available	1:00pm
				2:00pm
				3:00pm
				4:00pm
				5:00pm

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- 13. If you would like to receive a text message reminder, click "Send Me a Text" then type your cell phone number in the text box
- 14. Optional: leave a comment for your tutor so he or she will know what you would like to discuss in your appointment
- 15. \*Note: if this is a 30-minute appointment and you would like one hour total, confirm this appointment then repeat steps 4-14 to schedule a back-to-back session (the WaLC's policy is one hour of tutoring at a time)
- 16. Click "Confirm Appointment"

### Schedule Tutoring Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

#### Appointment Details

**Who:** [Redacted] with Maggie Pazur  
**When:** Friday, May 19 3:00pm - 3:30pm  
**Why:**  
**Where:** Coulter 477

#### Additional Details

Is there anything specific you would like to discuss with Maggie?  
Chapter 3 homework

Would you like to set a reminder?  
Send Me an Email Send Me a Text  
Email will be sent to kabrowne1@catamount.wcu.edu  
828-704-xxxx

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