

Make a Tutoring Appointment

Navigate – Student Guide

1. Go to navigate.wcu.edu and sign in with your Catamount email username and password
2. On the right-hand side of your homepage, click “Get Assistance”



3. In the first drop-down menu, select “Tutoring”
4. In the second drop-down menu, select “Tutoring”
5. In the third 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 “Course-based Tutoring”
6. Click “Next”

What type of appointment would you like to schedule?

Tutoring

Pick a Service Category.

Tutoring

Choose a type of tutoring below. For course tutoring, choose the specific subject:

Course-based Tutoring

Next ►

7. Choose your preferred location (this will typically be the Writing and Learning Commons, Belk 207)
8. Select a course if applicable.
9. If you have a specific tutor you would prefer to see, enter their name or select it from the drop-down menu that appears
10. Click “Next”

Pick a location for your appointment.

Writing and Learning Commons, Belk...

Pick a course.

CHEM-241 Organic Chemistry I

Pick a tutor. To see all available tutors, leave blank.

Any Staff

If you don't have a preference, just click Next.

◀ Back

Next ▶

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, check the "Send Me a Text" box and then enter your cell number

14. Leave a comment for your tutor to let them know what you would like to discuss in your appointment

a. **Note: if this is a 30-minute appointment and you would like one hour total, confirm this appointment then repeat steps 1-14 to schedule a back-to-back session (the WaLC's policy is one hour of tutoring at a time)*

15. Click "Confirm Appointment"

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

Appointment Details

Who: Jacob O'Neal with
Cassandra Fitzgerald (and up to 4 others)

When: Friday, June 28
8:30am - 9:30am

Why: Course-based Tutoring

Where: Writing and Learning Commons, Belk
207

Additional Details

Please come prepared with a calculator, pen and paper, questions, and ready to work some problems!

Is there anything specific you would like to discuss with Cassandra?

Comments for your staff...

Send Me an Email

Send Me a Text

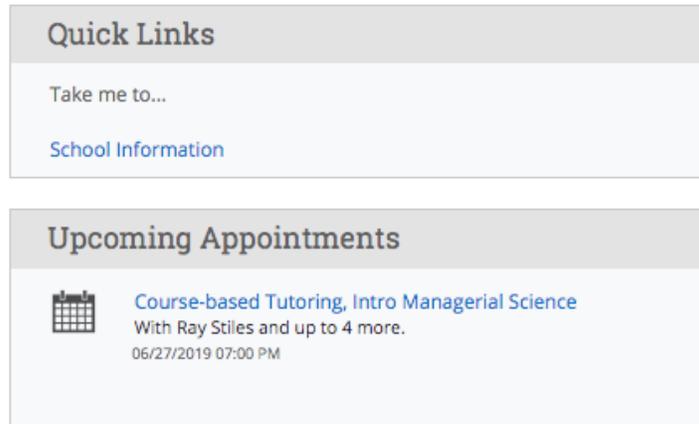
Please provide your mobile number

Phone Number

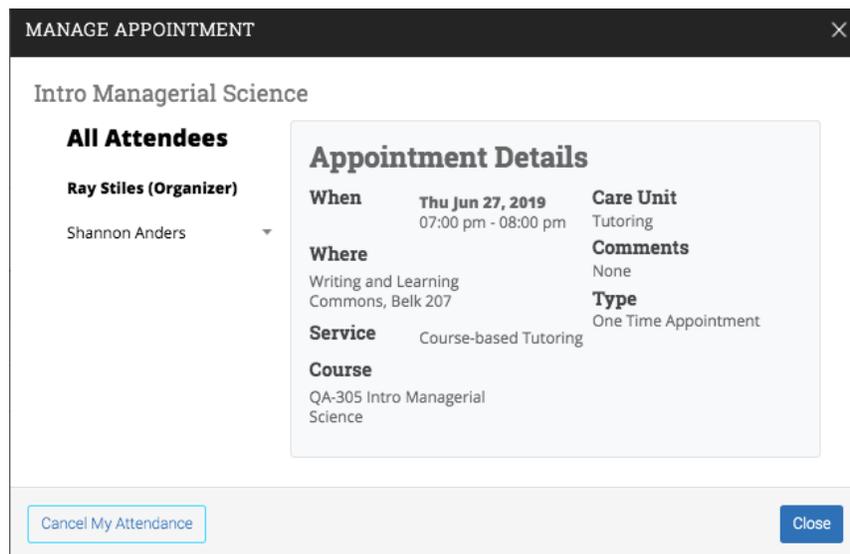
Back Confirm Appointment

Cancel a Tutoring Appointment

1. Go to navigate.wcu.edu and sign in with your Catamount email username and password
2. On the right hand side of the screen, find the “Upcoming Appointments” box



3. Click on the appointment you wish to cancel
4. Click “Cancel My Attendance” in the lower left-hand corner of the details box that pops up



5. In the drop-down menu under “Reason”, select “Student Cancelled”
6. Leave a comment explaining why you are cancelling the appointment

Cancel My Attendance

Reason:

Student Cancelled ▾

Comments:

Sick

Don't Mark

7. Click “Mark as Cancelled” to cancel the appointment (Keep in mind that if you are cancelling an appointment less than 12 hours before the appointment time, you will be counted as a “No Show” in Navigate. Students may not miss more than three appointments in a 30-day period)