

## Online Services Available from the Mathematics Tutoring Center

The Mathematics Tutoring Center provides the following services. Virtual appointments are available. For virtual appointments, tutors will conduct sessions via Zoom, so please be sure you have a reliable internet connection and a quiet place to work from.

- Course tutoring

### How to Make an Appointment with a MTC Tutor

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

**Get Assistance**

3. In the first drop-down menu (“*What type of appointment would you like to schedule?*”), select “Tutoring.”
4. In the second drop-down menu (“*Service*”), select course-based tutoring.
5. In the third drop-down menu (“*Pick a date*”), select the date from the calendar that you wish to schedule your appointment.
  - a. Please note that all MTC tutoring appointments must be scheduled in advance. Students do not need an appointment to visit the drop in center in Killian Annex 214.

### New Appointment

The screenshot shows the 'New Appointment' form. It has two main sections: 'What can we help you find?' and 'Other Appointment Options'.

**What can we help you find?**

- \* What type of appointment would you like to schedule?  
Tutoring
- \* Service  
Course-based Tutoring
- Pick a Date ⓘ  
Wednesday, January 27th 2021
- Find Available Time

**Other Appointment Options**

- View Drop-In Times
- Meet With Your Success Team

6. Click “Find Available Time”. A list of available tutors will appear with their location listed under their name. **Tutors with virtual availabilities will be listed as ‘Online Math Tutoring’, while tutors with face-to-face availabilities will be listed as ‘Mathematics Tutoring Center, Killian Annex 214’.**
7. Click the name of the course you need tutoring for underneath the tutor’s name to display available times.

## New Appointment

All Filters Start Over [Tutoring](#) [Course-based Tutoring](#)

What type of appointment would you like to schedule?

Tutoring

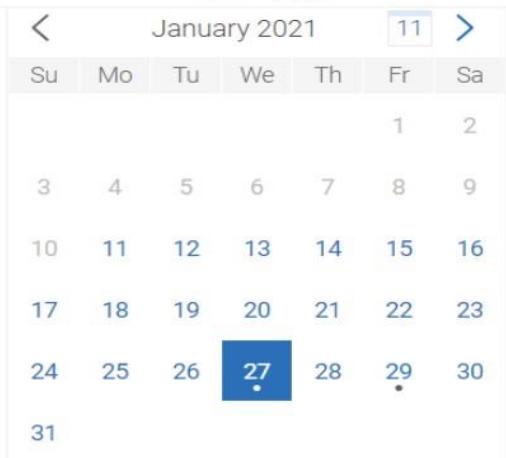
Service

Course-based Tutoring

 Mattie Davenport  
Online Tutoring

Please select one of the courses below to see available times at this location.  
Human Anatomy-Physiology I (BIOL-291)

8. If you have a specific tutor you prefer to see, you can enter their name or select it from the drop-down menu at the bottom left of the screen. If you have any difficulties finding a tutor or tutoring appointment, please call Sibley Bryan at 828-227-3830 or email at [fsbryan@email.wcu.edu](mailto:fsbryan@email.wcu.edu)

NAVIGATE  

## Staff



## Location



## Course

9. Select the time you want to schedule your appointment for to see the appointment details and to confirm.

< Go Back | Dashboard

## New Appointment

All Filters Start Over  Tutoring  Course-based Tutoring  Human Anatomy-Physiology I

What type of appointment would you like to schedule?  
 Tutoring  Mattie Davenport  
Online Tutoring

Service  
 Course-based Tutoring

Pick a Date   January 2021    11  12  13  14  15  16  17  18  19  20  21  22  23  24  25  26  27  28  29  30  31

Wed, Jan 27th  
 8:00 - 9:00 AM  9:00 - 10:00 AM  10:00 - 11:00 AM  11:00 - 12:00 PM

Fri, Jan 29th  
 8:00 - 9:00 AM  9:00 - 10:00 AM  10:00 - 11:00 AM  11:00 - 12:00 PM

All times listed are in local browser timezone.

10. Enter any comments you have for the tutor and your phone number if you wish to receive a text reminder.

- a. **IMPORTANT: Leave a comment for your tutor to let them know what you would like to discuss in your appointment. This will help to ensure that your tutor is prepared and that your time is spent efficiently.**

 This is a group appointment with Mattie Davenport and up to 4 other(s)

What type of appointment would you like to schedule?  
 Tutoring  Course-based Tutoring

Date  
01/27/2021

Location  
Online Tutoring

Staff  
Mattie Davenport

Details  
Please bring your textbook and notes.

URL / Phone Number  
<https://wcu.zoom.us/j/8487423416>

Course  
Human Anatomy-Physiology I (BIO-291)

Course  
Human Anatomy-Physiology I (BIO-291)

Would you like to share anything else?

Email Reminder  
Reminder will be sent to hbaker2@catamount.wcu.edu

Text Message Reminder

Phone Number for Text Reminder

11. Click "Schedule".

12. Once your appointment is scheduled, you will receive a confirmation email with your appointment details and the Zoom link for your appointment.

[Appointment Notification] Writing Tutoring @ Jan 25 2021 2:00pm - 2:30pm ET

<https://wcu.zoom.us/j/84874234416>

Join our Cloud HD Video Meeting

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems. Zoom Rooms is the original software-based conference room solution used around the world in board, conference, huddle, and training rooms, as well as executive offices and classrooms. Founded in 2011, Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Zoom is a publicly traded company

WCU.ZOOM.US

**Organizer**

Mattie Davenport

**Location**

Online Tutoring

**Topic**

Writing Tutoring

**Date of Appointment**

01/25/2021

**Comments**

N/A

**Time**

2:00pm - 2:30pm ET

## Cancel an Upcoming Appointment

1. Go to <http://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.

The screenshot shows a sidebar with a blue header bar containing the text "Get Assistance". Below this is a "Quick Links" section with links to "Take me to..." and "School Information". The main area is titled "Upcoming Appointments". It lists one appointment: "Course-based Tutoring, Jazz II" with Alexa Hendrickson, scheduled for March 26, 2020, at 10:00 AM.

Upcoming Appointments	
	Course-based Tutoring, Jazz II With Alexa Hendrickson and up to 3 more. 03/26/2020 10:00 AM

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

## MANAGE APPOINTMENT

X

## Writing Tutoring

## All Attendees

[add new](#) [remind](#) [message](#)**M. Davenport (Organizer)**[cancel](#) [remind](#) [message](#)**Tabby Price**[cancel](#) [remind](#) [message](#)

## Appointment Details

[ edit ]

When	<b>Mon Jan 25, 2021</b> 2:00pm - 2:30pm ET	Care Unit Tutoring
Where	Online Tutoring	Comments None
Service	Writing Tutoring	Type One Time Appointment

Course N/A

## URL

<https://wcu.zoom.us/j/84874234416>[Cancel Appointment](#)[Delete Appointment](#)[Close](#)

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

## MANAGE APPOINTMENT

X

## Writing Tutoring

## All Attendees

[add new](#) [remind](#) [message](#)**M. Davenport (Organizer)**[cancel](#) [remind](#) [message](#)**Tabby Price**[cancel](#) [remind](#) [message](#)

## Cancel Appointment

## Cancel Appointment For:

Entire Appointment ▾

## Reason:

Student Cancelled ▾

## Comments:

[Don't Mark](#)[Mark as Cancelled](#)[Cancel Appointment](#)[Delete Appointment](#)[Close](#)