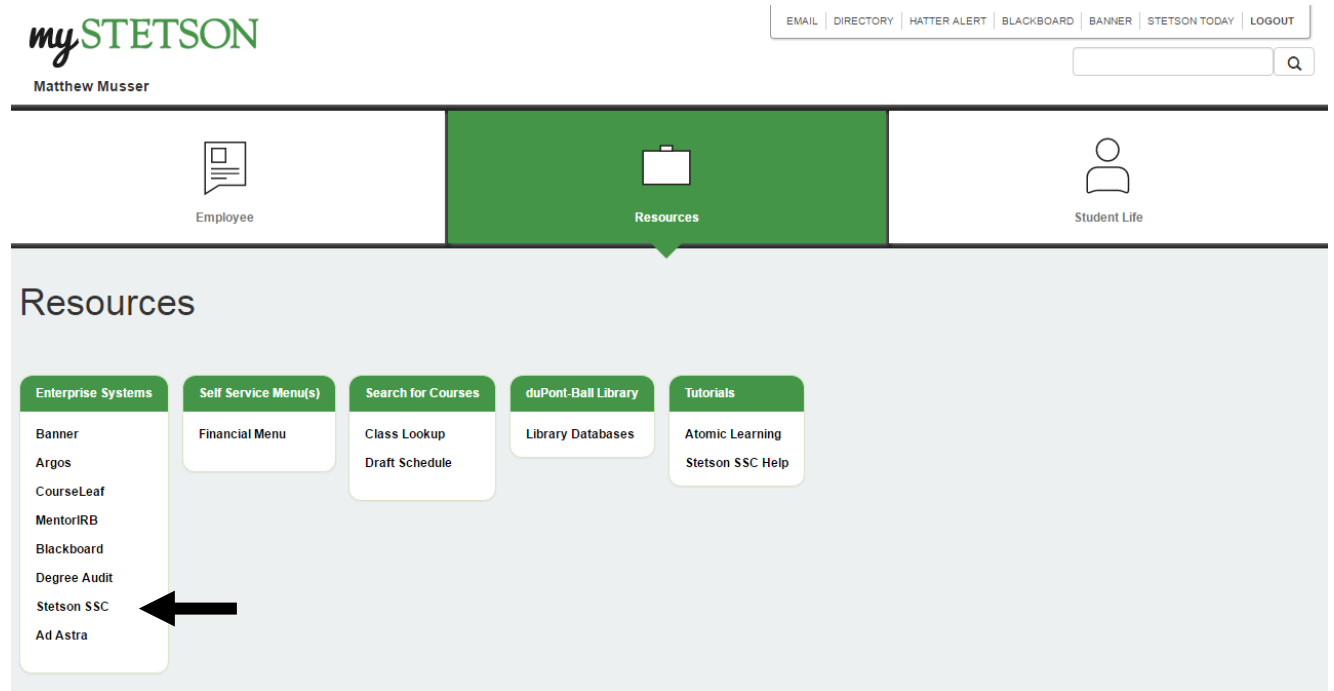
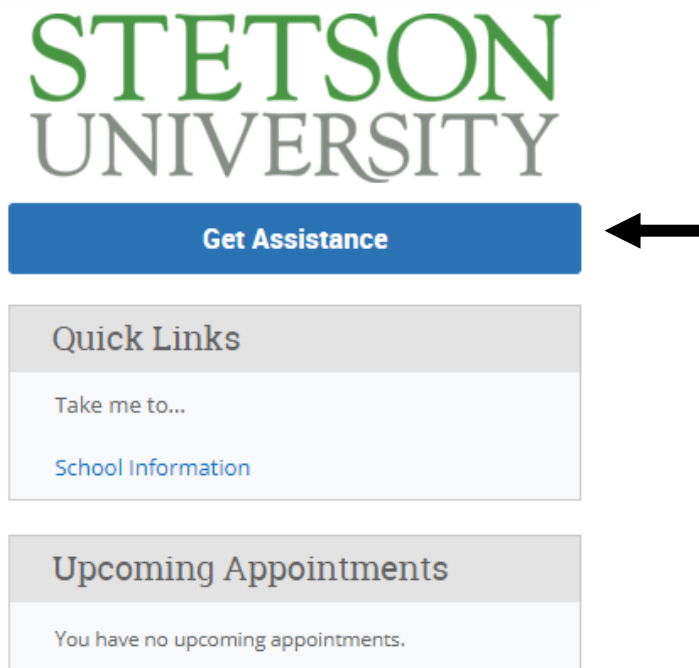


# Stetson SSC – How to schedule a Tutoring Appointment

Start by logging into your **My.Stetson**, click on the **Resources Tab** and select **Stetson SSC**:



Next select **Get Assistance**:



Set appointment to **Tutoring Services**, then set the meeting type to **Subject Area Tutoring**, and finally set the reason for meeting to the type of tutoring you'd like; in this example **Tutoring - Accounting**.

What type of appointment would you like to schedule?

Tutoring Services

Please select the type of meeting you would like

Subject Area Tutoring

Please select the primary reason for your meeting

Tutoring - Accounting

Next ▶

Set the location for the meeting to **Hollis Family Student Success Center** and leave the staff as **Any Staff**.

Please select a location for your meeting

Hollis Family Student Success Center

Please select with whom you would like to meet

Any Staff

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

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Next ▶

Select the **Day** and **Time** that you would like to meet with a tutor and click **Next**.

◀ Times From August 16 To August 20 ▶

Thu, Aug 16	Fri, Aug 17	Sat, Aug 18	Sun, Aug 19	Mon, Aug 20
Morning 4 Available	Close 8:00am 8:15am 8:30am 8:45am 9:00am	Morning N/A	Morning N/A	Morning 11 Available
Afternoon N/A		Afternoon N/A	Afternoon N/A	Afternoon N/A

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

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Next ▶

Finally, make sure to provide information about what the appointment is specifically about and hit **Confirm Appointment** and you are all set and a tutor will be ready for you at the scheduled time.

**\*\*Remember these appointments are walk-in and there may be other students there to meet with the tutor as well\*\***

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

### Appointment Details

**Who:** Ima Sample with  
Tutor3 Test

**When:** Monday, August 20  
8:30am - 9:00am

**Why:** Tutoring - Accounting

**Where:** Hollis Family Student Success Center

#### Additional Details

Is there anything specific you would like to discuss with Tutor3 ?

Comments for your staff...

Send Me an Email



Send Me a Text



Please provide your mobile number

Phone Number

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Confirm Appointment