**How to Schedule Individual Tutoring Appointments**

Step 1:  Log into Student Success Hub:  [**https://sso.walshcollege.edu**](https://sso.walshcollege.edu/?_gl=1*7i20tc*_ga*MTU1NTQ5NzExNC4xNjY4MTgwNDc3*_ga_HEG1C3X2G8*MTcxMTEyMDU3NC4xODkuMS4xNzExMTIwNTg5LjQ1LjAuMA..)

Step 2: Click on Find Tutors by Course:

A screen shot of a computer

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| Step 3: Find your course and click on it. *Please do not select a course you are not enrolled in*. | A screenshot of a video game  Description automatically generated |

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| Step 4: Make sure you are on the “Related” tab and if your course has a tutor, they will be listed here. Click on a tutor’s name. |  |

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| Step 5: Select virtual. *All tutoring sessions are being conducted virtually currently*. | A screenshot of a video chat  Description automatically generated |

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| Step 6: Select an appointment time that fits your schedule. *Appointments must be at least 24 hours in advance.* | A screenshot of a calendar  Description automatically generated |

Step 7: Review the Service Appointment information and complete **all** the General and Contact Information sections.

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| A screenshot of a service appointment  Description automatically generated | A screenshot of a computer  Description automatically generated |

Step 8: Click Finish and you are all set!

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 Step 9: To join your tutoring session, click on My Appointments:

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Step 10: Click on View Joining Details:

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Step 11: Click on the zoom link and you will be connected.

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**How to cancel a Tutoring Appointment**

Step 1: Click on My Appointment

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Step 2: Click on the grey arrow. *Please remember to cancel an appointment, it must be at least 24 hours before the scheduled appointment. Too many cancellations could result in a suspension of your ability to schedule tutoring.*

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Step 3: Click on Cancel Appointment.

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