Step 1: Log into your TSC account and on the home page, to the top right of your class schedule, click on the box that says ‘Schedule Tutoring Appointment’.

![Image of Student Home page with Schedule Appointment highlighted]

Step 2: On the Schedule Appointment page, click the drop down menu and select ‘Tutoring’.

![Image of Schedule Appointment page with Tutoring selected]
Step 3: Select a Tutoring Service

Select this option **first** to find the most appropriate tutor to meet your needs.

Select one of these options if we don’t have a tutor for your particular course, but you need support in Stats or SPSS content.

Step 4: Select ‘Online: Toro Learning & Testing Center’ as the location.

Select the appropriate location first to complete your selection.
Step 5: Once you have selected “ONLINE: Tutoring for one of my classes”, select the course for which you need support from the drop down menu, then click ‘Next’.

Step 6: Select a date and time that suits your availability.

If you do not see availability for your course OR if you need to request an accommodation select ‘Request Appointment’ (see Step 6a).
Step 6a: REQUEST APPOINTMENT FORM

1. Keep this option populated with the course in which you need support.

2. State with clarity your specific accommodation and/or tutoring needs.

Step 6b: Review your request and select ‘Send Request’ to submit. A TLTC Front Desk team member will follow up with you shortly.
Step 7: If you were successful in finding availability, review your appointment information.

NOTE: This is NOT your appointment confirmation! You must scroll down to the bottom of the page, and select ‘Confirm Appointment’ to confirm your appointment.