

****Please note you need to schedule appointments 2 hours in advance, but if you want to drop-in, you can feel free to come by!****

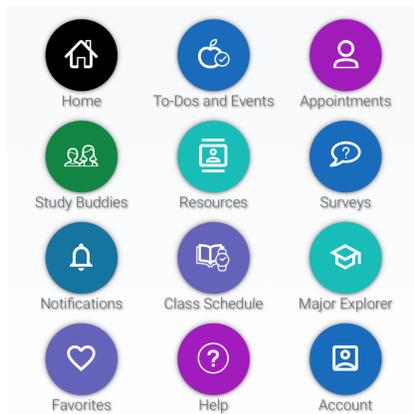
****Scroll down to see instructions on viewing drop-in times**

If you want a quick view of all tutors/their classes, [you can view our course list](#)

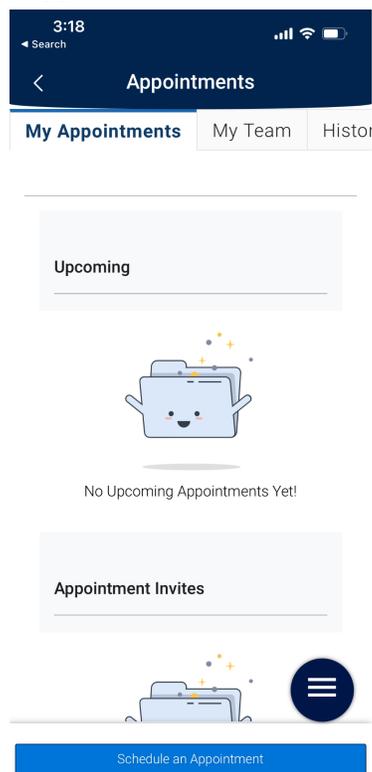
How to make an appointment:

Follow the steps below when using the Navigate App to make an appointment

1. On the home screen, click on **appointments** on the far upper right



2. After you click on appointments, click **schedule appointment** on the bottom of the screen



3. Then click the drop down under “what type of appointment would you like to schedule” and select **tutoring**



What can we help you find?

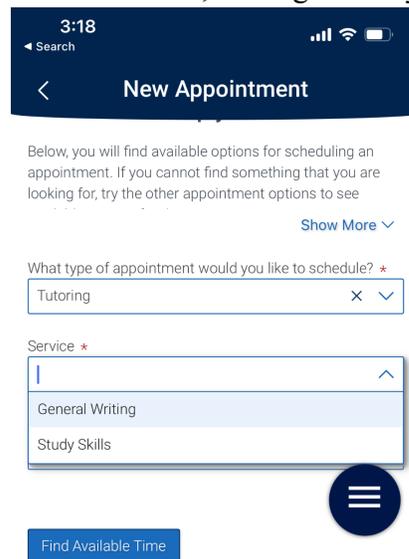
Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see

[Show More](#) ▾

What type of appointment would you like to schedule? *

A screenshot of a dropdown menu. The menu is open, showing a list of options: 'Computer Help Desk', 'Learning Services', 'Success Coaching', and 'Tutoring'. The 'Tutoring' option is highlighted. A blue circular icon with three white horizontal lines is overlaid on the bottom right corner of the dropdown.

4. Pick whether you would like course content, writing or study skills tutoring, and click find available times.



5. Select the time that works for you and click on it! You should receive an email confirmation.
6. If you have further questions, please email tutoring@utica.edu

HOW TO VIEW DROP-IN TIMES

1. Open the Navigate app, press appointments, then schedule appointments, then click **view drop-in times**

9:20
← Search

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see

Show More ▾

What type of appointment would you like to schedule? *

Service *

Pick a Date

October 4, 2023

Find Available Time

Other Options

View Drop-In Times

Request Appointment Time

Meet With Your Course Team

2. Select tutoring under the type of appointment, then select if you would like course content, study skills, or writing help

9:21

View Drop-In Times

What can we help you find?

Below, you will find available options for dropping in for an appointment. If you cannot find something that you are looking for, try the other appointment options to see

Show More ▾

What type of appointment would you like to schedule? *

Computer Help Desk

Learning Services

Success Coaching

Tutoring

Q W E R T Y U I O P

9:21

View Drop-In Times

What can we help you find?

Below, you will find available options for dropping in for an appointment. If you cannot find something that you are looking for, try the other appointment options to see

Show More ▾

What type of appointment would you like to schedule? *

Tutoring

Service *

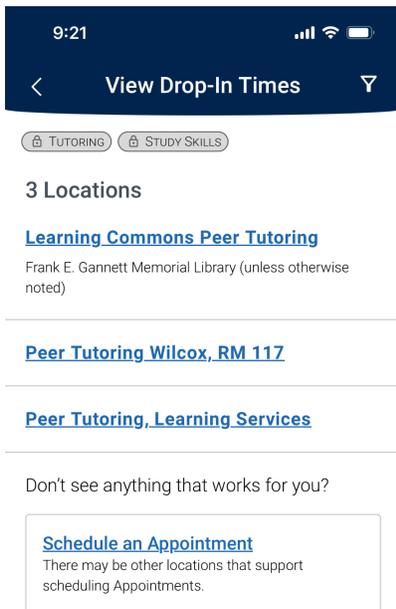
ENG/LIT

General Writing

Study Skills

Q W E R T Y U I O P

7. Click Find available times, then select the location where you want tutoring. Note that all the hours in Wilcox and Learning Services are drop in.



3. Select the location, and scroll to view the times tutors are available for Drop-In

