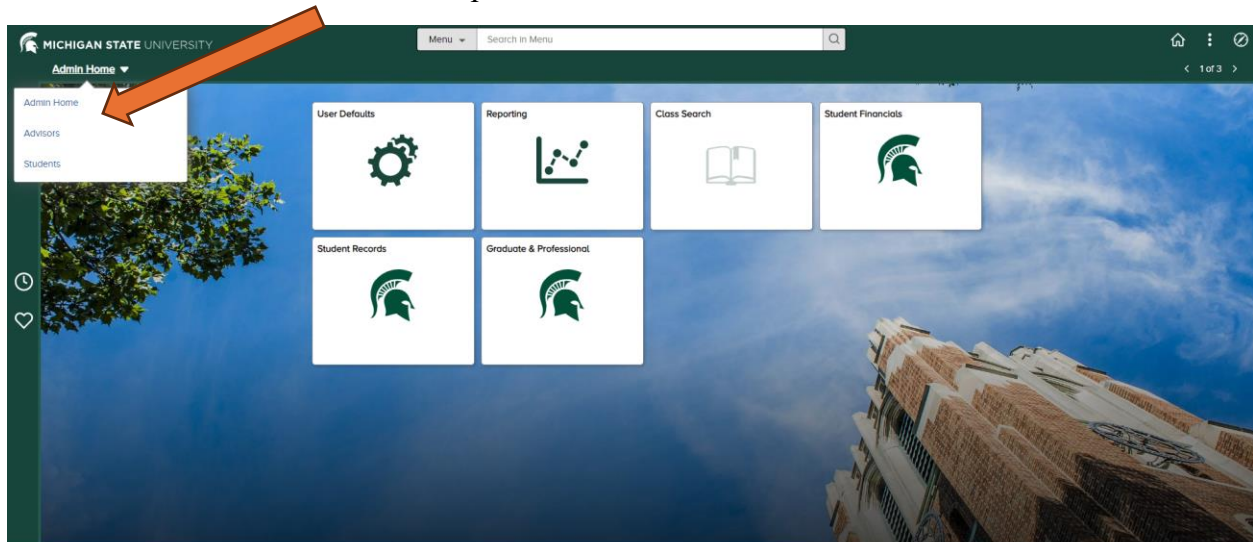
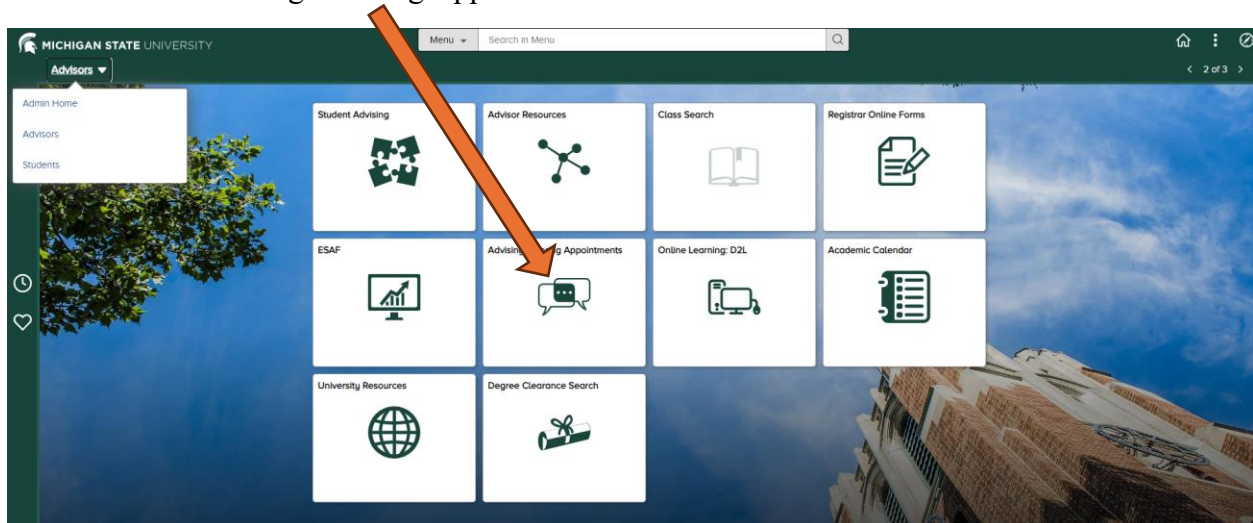


Scheduling an appointment with an NSSC Peer Educator

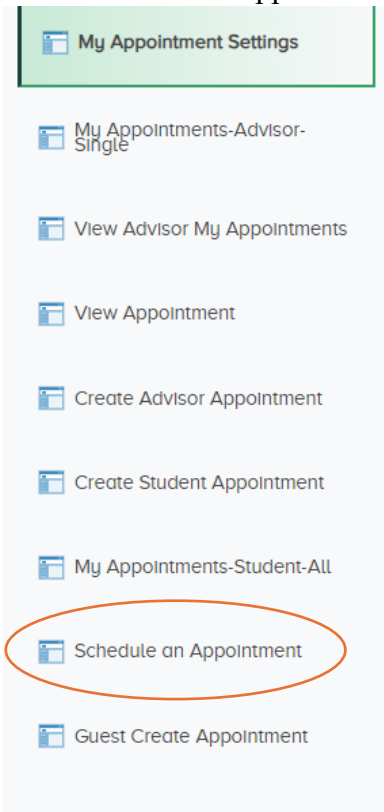
1. Go to www.student.msu.edu
2. Select Advisors from the drop-down menu on the left.



3. Select Advising/Tutoring Appointments



4. Select Schedule an Appointment from the menu on the left.



5. Select tutoring from the Category drop-down menu.

Category

6. Select NSSC Tutoring from the Advising/Tutoring Drop-down menu.

Category
Tutoring

Advising/Tutoring Unit

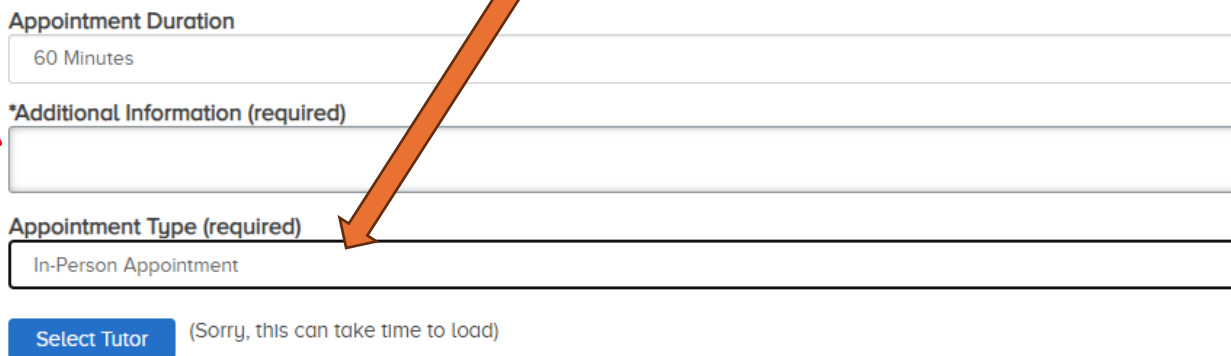
7. Click the magnifying glass in the reasons box and select the course/service.

Category
Tutoring

Advising/Tutoring Unit
NSSC Tutoring

Reason  Description Time Management

8. Each appointment is 60 minutes.
9. Enter additional information. (You can type a brief note to the Peer Educator)
10. Select In-person as the Appointment Type. (all appointments are in-person) and click Select tutor.



The screenshot shows a web form for scheduling an appointment. It includes three input fields: 'Appointment Duration' with '60 Minutes' selected, '*Additional Information (required)' which is empty, and 'Appointment Type (required)' with 'In-Person Appointment' selected. Below these fields is a blue button labeled 'Select Tutor' and a grey message '(Sorry, this can take time to load)'. A red curved arrow points from step 9 to the 'Additional Information' field, and an orange arrow points from step 10 to the 'Appointment Type' field.

Appointment Duration
60 Minutes

*Additional Information (required)

Appointment Type (required)
In-Person Appointment

Select Tutor (Sorry, this can take time to load)

11. A list of available Peer Educators will be shown.
12. Select ONE peer educator from the list.

- Only one appointment per class can be made at one time. If a student has scheduled more than one appointment per class, the latest appointment(s) will be cancelled.
- Appointments can be made a maximum of 3 weeks in advance.
- The location of the appointment will be provided in the confirmation email.
- The confirmation email will have “Advising Appointment” as the heading.

Cancelling an appointment

1. Appointments can be made, cancelled or rescheduled by clicking on the link provided in the confirmation email or the calendar invite.