How to make an appointment with a Learning Center tutor

1. Go to https://bsu.navigate.eab.com, or click "Navigate" on my.bsu.edu, or download the Navigate Student app.
2. Click on "Appointments" on the left menu.
3. Click on the "Schedule an Appointment" at the top right (the blue box).
4. Use the drop-down options on the left.
5. What type of appointment: Learning Center.
6. Choose Service type (course-based tutoring, study skills, or writing,). Choose "Course-based tutoring" if you want a tutor for a specific class! Continue to step 7.

   - **If Course-based tutoring does not appear as an option for service type and you need help for a specific class, do the following:**
     - Go to the "Other Options" area on the right and click "Not finding the appointment you need under the Service drop-down menu? Click here to make a request!"
     - Then, under the Service drop-down menu on the left, click "Course-Based Tutoring." Then click "Find Available Time." Select the class you need help with. Click "Request Time." In the "Add Your Availability" box, give us your days and times available as well as the name of your instructor and your section number. Click "Request." We will be in touch ASAP!

7. Pick a date: choose TODAY'S date: it will show you all available times for the next six days. Then click "Find Available Time."
8. For course-based tutoring, select the course.
9. Select an available time from the list. Continue to step 10.

   - **If you cannot find an available time**, under the section that says "Don't see anything that works for you?" click "Request Alternate Appointment Time." Select the class you need help with. Click "Request Time." In the "Add Your Availability" box, give us your days and times available as well as the name of your instructor and your section number. Click "Request." We will be in touch ASAP!

10. Select how would you like to meet: In-person or Virtual. (In-person meets in NQ (North Quad) 350, virtual meets in Zoom.)
11. Would you like to share anything else? (Write comments for your tutor.)
12. Enter your phone number for text message reminders.
13. Click "Schedule."

*If you have any questions, call 765-285-3780 or email learncenter@bsu.edu. There may be group appointments available that aren't showing up. We will put you on the waiting list if we cannot find a tutor for you right away.

To cancel an appointment:

Click "Appointments" from your home page. Under "Upcoming," click the appointment you wish to cancel. In the "Appointment Details" box, click "Cancel Appointment" at the bottom. In the "Cancel Appointment" box, select a reason and add any comments you would like. Click "Cancel Appointment" and you will see a confirmation screen that will say you have successfully cancelled your appointment.