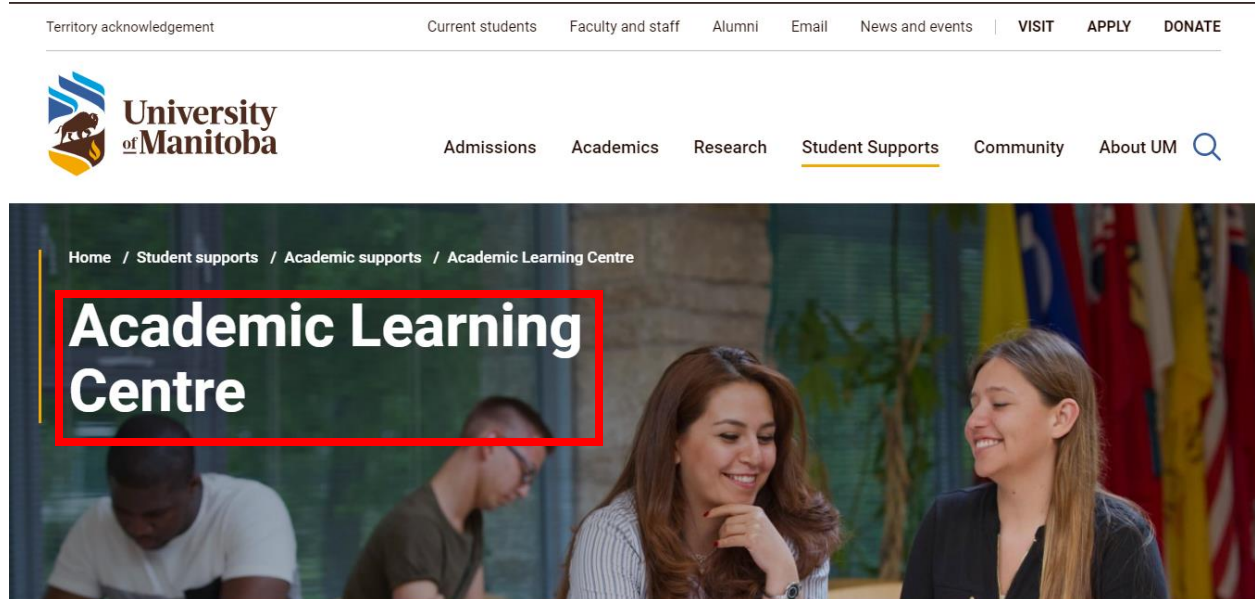


# How to Book an Appointment with a Peer Tutor

## Step 1: Visit the Academic Learning Centre website



## Step 2: Scroll down to the yellow icon that says “Make an Appointment with a Tutor”

### Academic Learning Centre services

We help you strengthen your writing, studying and research skills.

- Individual tutoring
- Workshops
- Group study sessions (select courses)
- Tip sheets
- Videos
- English as an Additional Language resources

Tired of studying alone? Looking for motivation? Join other students online in our Virtual Study Hall

Make an appointment with a tutor

### Individual tutoring



Please check our online schedule for information about types of tutoring available (in-person, online).

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**Step 5:** Once you click at the white box, a new window will open up that will ask you about some details regarding the appointment.

The screenshot shows a calendar interface with a modal window titled "Appointment Details". The calendar shows dates for March 28th and 29th. The modal window contains the following sections:

- Appointment Details:** A text area for "Tell us about your primary concern \*".
- Is this appointment for a graded assignment? \***: A dropdown menu with "-- please select --".
- Appointment Focus \***: A dropdown menu with "-- please select --".
- File Attachments:** A section with instructions: "To attach a file to this appointment, use the options below. File attachments must be 5MB or less and in one of the following formats: .doc; .docx; .rtf; .txt; .pdf; .xls; .xlsx;".

**Step 6:** Once you have filled out all the details, click the **“Create Appointment”** button.

The screenshot shows the "File Attachments" section of the appointment form. It includes three rows for adding files, each with a "Choose File" button and a "Document Title" input field. Below this is the "Administrative Options" section, which is highlighted with a red border. It contains the following options:

- Walk-In / Drop-In
- No-Show / Missed
- Placeholder ?
- Notify Client ?

At the bottom of the modal, there are two buttons: "Create Appointment" (highlighted with a red box) and "Close".