HOW TO SCHEDULE A TUTORING APPOINTMENT:

1. Log in to Connect through my.charlotte.edu using your NinerNET credentials.
2. Click Appointments on the left hand menu.
3. Click the 'Make an Appointment or Drop-in' Button in the Upper Right Corner
4. 'What type of Appointment..' Select Academic Support (tutoring/mentoring).
5. Under 'Service' Select Course Based tutoring
6. Pick Your Desired Date (It will show you appointments up to 2 weeks out)
7. Click 'Find Available Time'
8. On the Right Side of the Screen Select a UCAE location (Colvard North 2200, Science Building, or Virtual).
9. Select the Course you would like Tutoring for.
10. Select the appointment day and time.
11. Please add topic-specific comments about what you want your peer tutor to help you learn.
12. Confirm email and text confirmation reminders are selected and verify your listed mobile phone number.
13. Click Schedule.