

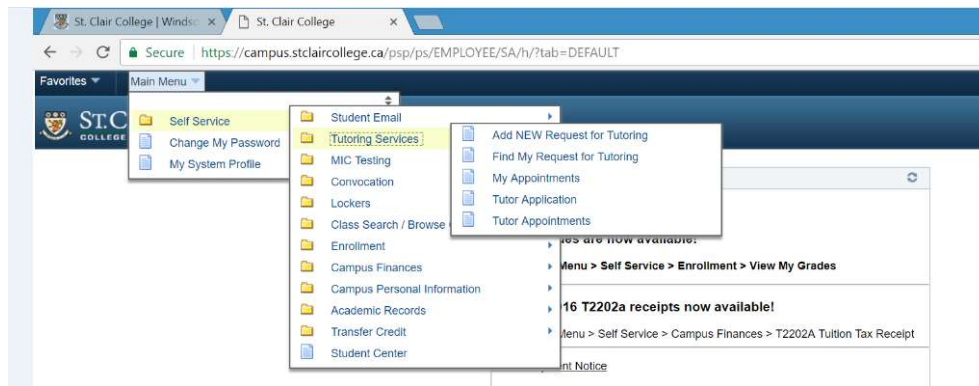
St. Clair College – How to Apply for One-on-One Tutoring

Applications for Tutoring Services are available on-line through your Student Information System (SIS) account. All students are encouraged to apply for a tutor using this service. If you need assistance, please email tutoringservices@stclaircollege.ca

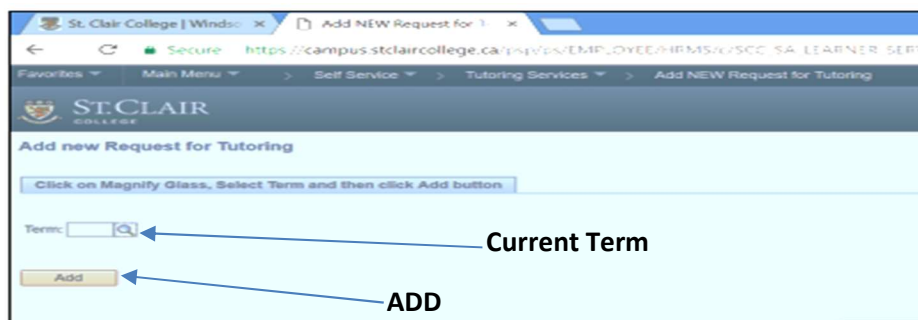
For Students: How To Apply On-Line For Tutoring Help

From the St. Clair College home page (www.stclaircollege.ca)

- Click MYST.CLAIR at the top the page
- Enter your User ID and Password to log in
- Click on the SIS tile
- Once in SIS, click on Main Menu then select Self Service
- Click on the link Tutoring Services
- Click then on the link Add NEW Request for Tutoring



- To enter the current term. (Click on the magnifying glass to display a list of available terms, and click to select). Click the **Add** button.



Your Name

Welcome to the Tutoring Services!

Student Program View All First 1 of 1 Last

Current Registration

Program: C382 EASL - Advanced
 Term: 1300 Spring 2017
 Level: A01 Campus: SOUTH

Step 1. Verify that the above information is correct and click the CONTINUE button or click the QUIT button to exit.

- Follow the directions in the dialogue box to select the course(s) you would like a tutor for.
- Click on the magnifying glass and then click the link to the course from the list of courses provided.

Your Name

Term: Spring 2017

Tutoring Services View All First 1 of 1 Last

Tutor Service: Course Tutoring

Step 1. To indicate which course you would like tutoring in, click on the Magnifying Glass under Course ID to show a list of your courses. Select one from the list.
 Step 2. To add a second and/or a third course, click Add and repeat Step 1.
 Step 3. To remove a course click Delete.

TUTORED COURSES						First 1 of 1 Last
Course ID	Description	Subject	Catalog Nbr	Course Active	Assigned Tutor	
1				Y		Add Delete

Step 4. When you have finished adding your courses (Max 3), click one of the following buttons:

a) Quit - to exit the request without saving
 b) Go Back - return to previous page
 c) Continue - continue with the request.

Please note: We cannot guarantee that we will have a tutor available for every course.

Look Up Course ID Help

Cancel

Search Results

View 100 First 1-5 of 5 Last

Empl ID	Term	Course ID	Subject Area	Catalog Nbr	Description
0693491	1300	016151	ESL 31		ADVANCED READING
0693491	1300	016152	ESL 32		ADVANCED WRITING
0693491	1300	016153	ESL 33		ADVANCED LISTENING/SPEAKING
0693491	1300	016154	ESL 34		ADVANCED STRUCTURE
0693491	1300	021395	ESL 35		ADVANCED COMMUNICATION

- To select a second and/or third course, click the **Add** button (on the right of the dialogue box) to add another row and then repeat the process. *Note: students may ask for tutoring in up to three courses.*
- When finished adding courses, click the **Continue** button

Service Agreement

Please read the Agreement Statement carefully, as presented in the Agreement dialogue box. It is important that you are on time for all appointments and follow the cancellation policy as outlined in the agreement. If you have any questions about the agreement, please contact a member of the tutoring services team at your campus.

- Click on the **I AGREE** button, and then click **Continue**. *Note: There are eleven (11) agreements. Please read all.*

Available Meeting Times

It is important to indicate any possible meeting times. Tutors are generally available during business hours Monday to Friday but may also be available in the evenings and on weekends. All tutoring takes place virtual through MS Teams. When an appointment time with a tutor is emailed to you, you have the flexibility to work

with the tutor to adjust the day and time if necessary. Severely limiting your available times will limit your access to a tutor. *The module will issue a warning message if you enter less than 6 hours of availability.*

As in the example below:

- Please indicate all available meeting times by selecting the day of the week from the drop-down list, and then clicking in the available hour(s). Add additional days by clicking the + button found on the right end of the row
- Follow the directions as outlined to make changes or deletions
- Click the **Save Request** button when finished
- Click the **Exit** button to return to the Tutoring Services window

The screenshot shows a web form titled "Available Schedule". At the top, there is a text input field for "Your Name" and a "Term:" dropdown menu. Below this is a section titled "Enter your times that you can meet with a tutor." with instructions: "Step 1. Click on the Add button to enter available times for each day." and "a) Select the day of the week by clicking on the arrow and selecting a value. b) Select the times that you are available during the day using the following methods: Click each hour box individually. Click Clear to clear all hours checked." A note states: "* Please Note: Tutors may not be available on weekends and evenings." The main part of the form is a table with columns for "Day of the Week", "Clear", "All", and hours from 8am to 8pm. The table shows availability for Monday through Friday. For Monday, 10am and 11am are checked. For Tuesday, 2pm, 3pm, and 4pm are checked. For Wednesday, 11am is checked. For Thursday, 3pm is checked. For Friday, 8am, 12pm, and 1pm are checked. Each row has "Add" and "Delete" buttons on the right.

*Day of the Week	Clear	All	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm			
1 2 Mon	Clear	All	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add	Delete
2 3 Tue	Clear	All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add	Delete
3 4 Wed	Clear	All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add	Delete
4 5 Thu	Clear	All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add	Delete
5 6 Fri	Clear	All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add	Delete

You have now completed your request for Tutoring. You will receive an email with information about your appointment once you are matched with a Tutor.

Notification of Appointment Times

Students will receive an email to their **College email account** with the name and email address of their assigned tutor and the first appointment date and time. Please respond to the tutor **as soon as possible by College email.**

Please note:

We will match you with a tutor as quickly as we can. However, we may not have a qualified tutor on staff and may be recruiting or waiting for the hiring process to be completed. We cannot guarantee that a tutor will be available for every course.

Please contact a member of the tutoring services team at your campus if you have not received an appointment email within one week of your on-line application.

In order to meet demand, appointments may be a group appointment with up to three (3) other students