

## TUTORING CENTER: SCIENCE

The Tutoring Center is located in DeMare Hall (DH) 156 and operational hours are Monday thru Thursday from 8:30 a.m. – 6:30 p.m. and Friday from 8:30 a.m. – 3:00 p.m. The Tutoring Center: Science is open to all students taking Biology and Chemistry classes. Students are welcome to attend tutorial sessions with faculty and/or peer tutors to ask questions about course material they do not quite understand, to get help with study skills and to review assignments. Students can also use the center for self-study to view slides, study models, etc.

You must register with the Tutoring Center and you must make appointments for tutoring sessions or for self-study. Please use your CCM email to register. You may schedule appointments in the Tutoring Center up to seven days in advance and you are allowed two appointments per week, per course when scheduling with a peer or faculty tutor. The duration of the appointment with a faculty or peer tutor is 20 – 25 minutes. Failure to show up for two appointments without cancelling them at least 12 hours in advance of the appointment will result in a warning; if you fail to show up for another appointment or cancel less than 12 hours in advance of the appointment, it will result in forfeiture of all future tutoring appointments for the semester. Below are the directions for registering and scheduling appointments.

To schedule an appointment, go to <https://booknow.appointment-plus.com/1czsk8qx/> or scan the QR Code below.

For detailed directions from the CCM website:

1. Go to [www.ccm.edu](http://www.ccm.edu) .
2. Click on the “Academics” link on the top panel of the CCM homepage.
3. On the left panel, click on “Academic Support Services.”
4. Scroll down and click on the link “[Tutoring Center – Math, Writing and Science](#)”
5. Scroll down to “Science [Tutor Scheduling](#)” and click on it. This will take you to the registration and login home page.
6. If you are a first-time user, you need to click on the “Create an Account” button on the left-hand side. Complete all information on the registration form and then click “Submit.” Please use your CCM email when registering.
7. Click on “Click here” to proceed to the login page.
8. To login and make an appointment, enter your CCM email account and click “Log In.”
9. Using the drop-down menus under the “Appointment Locator” heading, click on “Select Session” and choose the course you are looking to be tutored in.
10. Click on “Select Tutor” and using the drop-down menu, choose the tutor’s name or no preference. If you are doing a self-study, then click on “Self Study.”
11. Under “Date,” select and click on the calendar date you wish to schedule for. A white space indicates that the date is available and a gray space indicates the date is not available.
12. Now look to the right side of the screen and click on the time(s) available, only **once**. A white space indicates the specific time(s) that are available and a gray space indicates the time(s) that are not available.
13. On the right side of the screen, you will now see the selected appointment information. After verification, click on “Finalize Appointment.”
14. If you scroll down to the bottom of the page, you will be able to view all your scheduled appointments and you will also be able cancel and reschedule a new date and time.
15. Log out of Appointment Plus once you are finished scheduling your appointments.

