How to Schedule Appointments with a Civil & Environmental Student Success Center (CEE SSC) Coach

1. Go to https://app.timeslot.us/ to schedule an appointment for the SSC or scan this QR Code on your mobile device.

![QR Code]

2. Sign in with Google using your Michigan Tech username and password, if already signed into Google you should be automatically signed in.

![Sign in with Google]

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3. Click on **Civil & Environmental Engineering Student Success Center**.

4. Click on **Schedule an Appointment**.
   a. Please be courteous to other people’s times. These appointments are meant for people who have questions ahead of time not for sitting and doing homework and coming up with questions along the way.

5. Select which class you would like help in from the **type** dropdown list.
   a. **Note:** some classes will be virtual only and are noted in the dropdown list.

6. Select **in person** or **virtual** from **service** dropdown list
   a. **Please note** if your class is virtual only or not and choose appropriately
7. Select **one time** from **recurrence** dropdown list

8. The coach for your class and their available appointments should show up in green on the calendar.

9. Navigate to the date you would like the appointment and click on the half hour block you would like to reserve.
10. Please review your appointment and add what you would like help with during this appointment and then click **confirm appointment**. If not, click on cancel creation and start new.

11. Your appointment should be added to the calendar on TimeSlot when it is scheduled. You should also receive an email and it should be added to your Google Calendar.
   a. If you cannot make your appointment please cancel it ahead of time so others could take your spot.
   b. If you cancel your appointment it will not delete it from your Google Calendar. You will have to do this yourself.

12. When it is time for your appointment:
   a. In person: Come to SSC (Dillman 102) with your mask on and your coach will let you in when you arrive.
   b. Virtual: Login to TimeSlot and click on Hangouts Conference Room and your coach will be with you shortly online.