A Guide to Scheduling ACE Learning Studio Services using Campus Connect

From your Student Central page at my.fsu.edu, click on the Campus Connect icon on the left-hand side under myFSU Links. The icon is the abbreviation “CC” with the image of a handshake above it.

On the Campus Connect Home screen, there is a button on the upper-right hand side for “Get Tutoring”. Click this button to enter the tutoring appointment scheduling portal. Note: all services we offer are under this button, even if they are not strictly “tutoring” services, such as room reservations.
You will be asked to identify the service or “reason” why you are requesting a tutoring appointment. Select “ACE Tutoring & Learning Studio”. If you are looking for help with a course, select your course from this menu. You can also select “Study room reservation” to reserve study rooms or “Math help (not enrolled)” if you need math help but are not enrolled in a math course this semester.

Then you will be asked to select your location. Choose “ACE Learning Studio, WJB Ground #051”. You will then be given an option to select a tutor preference. If you are reserving a room, this will also let you choose which room you want. Leaving this blank will give you more times to choose from.
Here is the appointment booking screen. You can click on the “Morning” or “Afternoon” buttons on each day to expand and see the specific time slots that are available. If you find a time that works for you, choose that time and hit “Next” at the bottom of the screen.

Tutoring appointments can be made for 30 minutes and 60 minutes. To schedule a 60 minute tutoring appointment, you will need to select a 30 minute appointment and then repeat the same steps to add an additional 30 minute appointment with the same tutor.

If you are booking for a math course but cannot find a time, you can always come by for a walk-in. We offer walk-in math tutoring during all of our operational hours.

If you previously chose a specific tutor and found no availability, you may want to return to the previous screen using the “Back” button and check for all tutor availability, rather than for one specific tutor.
Once you have selected a time, you will be taken to the confirmation screen. Your appointment has not yet been booked, so be sure to review this information and hit “Confirm Appointment” when you are sure you want to book this appointment.

Here you will be able to see who you are meeting with, what time you have selected, and where the appointment will be (WJB 051, the Learning Studio). You may leave comments for your tutor in this box, such as “I'd like to review how to factor polynomials in this session” to give your tutor a heads up about what material you want to cover. You can also have the system automatically send you an e-mail reminder of your session by clicking the “Send Me an Email” button on the right.
Success!

Your appointment has been booked. Please remember to give us 24 hours notice if you wish to cancel any appointments without penalty (see following page for cancellation instructions).

To sign in for your appointment, check-in with our front desk at the Learning Studio no more than 15 minutes in advance for your appointment time. You will need your FSU ID to swipe into the system. If you do not have your FSU ID, you can manually enter your EMPLID or FSU card number when you arrive.

If you need to find your EMPLID, please go to my.fsu.edu and visit the Secure Apps link on your Student page. On the right, you will see FSUID Identity Management, where you can find your FSU EMPLID.

If you have any issues, please call us at 645-9151 or come by to make an appointment in person.
If you wish to cancel an appointment, please remember to do so at least 24 hours ahead of your scheduled appointment time. Failure to do so will result in a “No Show” and students will be locked from making appointments if they reach 2 “No Show” appointments on their semester record.

Go to your Campus Connect home screen. You should see an “Upcoming Appointments” section on the right side of your screen.

Click the link for the appointment you wish to cancel.

Next you will see the appointment details screen. If you wish to cancel, press the “Cancel My Attendance” button in the lower lefthand corner.
The cancellation window will allow you to mark the reason why you are cancelling your appointment, as well as add any comments if you wish to do so.

Please note that this window will also display the red “This Appointment will be counted as a no show” warning when you attempt to cancel an appointment without 24 hours advanced notice. If you cancel an appointment while this warning is displayed, you will receive a “no show” mark on your record. If this warning is not displayed, you are free to cancel without penalty.

If you have any questions or difficulties canceling an appointment, please call us at 850-645-9151 and we will be happy to assist you!