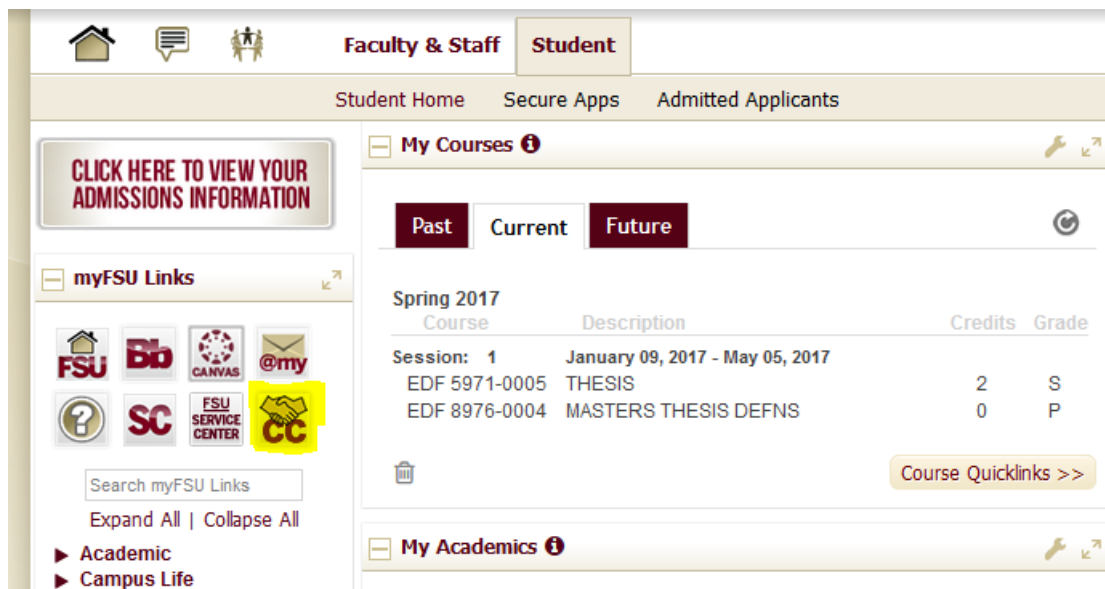


# A Guide to Scheduling ACE Learning Studio Services using Campus Connect

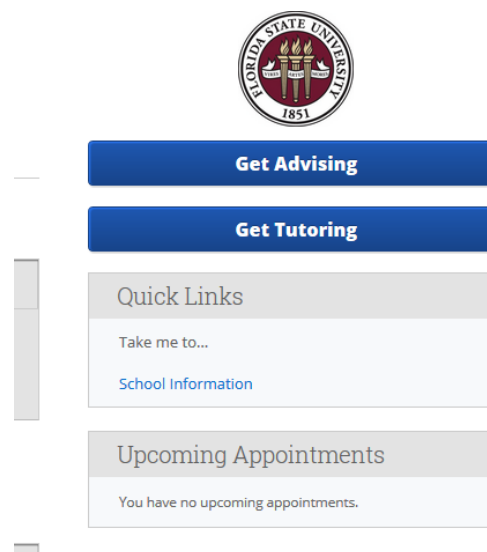
From your Student Central page at my.fsu.edu, click on the Campus Connect icon on the left-hand side under myFSU Links. The icon is the abbreviation “CC” with the image of a handshake above it.



The screenshot shows the Campus Connect interface. At the top, there are navigation tabs for 'Faculty & Staff' and 'Student'. Below these are links for 'Student Home', 'Secure Apps', and 'Admitted Applicants'. A prominent button says 'CLICK HERE TO VIEW YOUR ADMISSIONS INFORMATION'. Under 'myFSU Links', there are icons for FSU, Bb, CANVAS, @my, a question mark, SC, FSU SERVICE CENTER, and CC (a yellow icon with a handshake). A search bar and 'Expand All | Collapse All' options are also present. The 'My Courses' section shows a table for 'Spring 2017' with columns for 'Course', 'Description', 'Credits', and 'Grade'. The table lists two courses: 'EDF 5971-0005 THESIS' (2 credits, S grade) and 'EDF 8976-0004 MASTERS THESIS DEFNS' (0 credits, P grade). A 'Course Quicklinks >>' button is at the bottom right of the table. Below the table is a 'My Academics' section.

Course	Description	Credits	Grade
EDF 5971-0005	THESIS	2	S
EDF 8976-0004	MASTERS THESIS DEFNS	0	P

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.



The screenshot shows the Campus Connect Home screen. At the top right is the Florida State University logo. Below it are two blue buttons: 'Get Advising' and 'Get Tutoring'. Underneath are two sections: 'Quick Links' with a 'Take me to...' dropdown and a 'School Information' link, and 'Upcoming Appointments' which states 'You have no upcoming appointments.'

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.

## Schedule Tutoring Appointment

To help you get tutoring quickly, please tell us why you'd like to meet with a tutor.

ACE Tutoring & Learning Studio ▾

Choose from the following options and click Next.

MAC-1105 COLLEGE ALGEBRA ▾

Next ▶

What location do you prefer?

ACE Learning Studio, WJB Ground #051 ▾

Which tutor? You may select more than one.

*If you don't have a preference, just click Next.*

Appointment Times This Week

Mon, May 15	Tue, May 16	Wed, May 17	Thu, May 18	Fri, May 19
Morning 4 Available	Morning 8 Available	Morning 8 Available	Morning 8 Available	Morning 8 Available
Afternoon 10 Available	Afternoon 10 Available	Afternoon 10 Available	Afternoon 10 Available	Afternoon 10 Available

Can't find a time that works in the next couple of weeks? [View Walk-in Times](#)

[Back](#) [Next](#)

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.

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.

# Schedule Tutoring Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

## Appointment Details

**Who:** [REDACTED] with  
Courtney Barry

**When:** Thursday, May 18  
11:00am - 11:30am

**Why:**

**Where:** ACE Learning Studio, WJB Ground #051

## Additional Details

*Is there anything specific you would like to discuss with Courtney?*

Comments for your tutor...

*Would you like to set a reminder?*

Send Me an Email

Send Me a Text

Email will be sent to emf05c@my.fsu.edu

8505568029

◀ Back

Confirm Appointment

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 Created

### Appointment Details

**Who:** [REDACTED] with Courtney Barry

**Why:** MAC-1105 COLLEGE ALGEBRA

**When:** Thu May 18, 2017 11:00 am - 11:30 am

**Where:** ACE Learning Studio, WJB Ground #051

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

## 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](http://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.

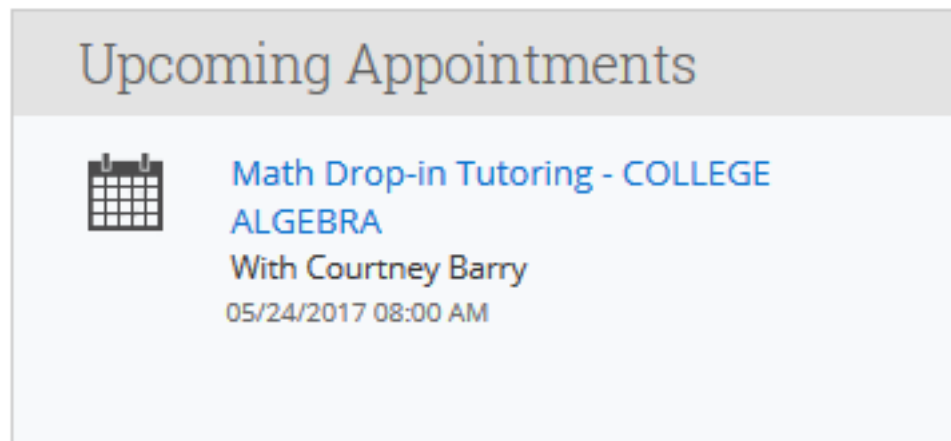
# Cancelling an Appointment

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.

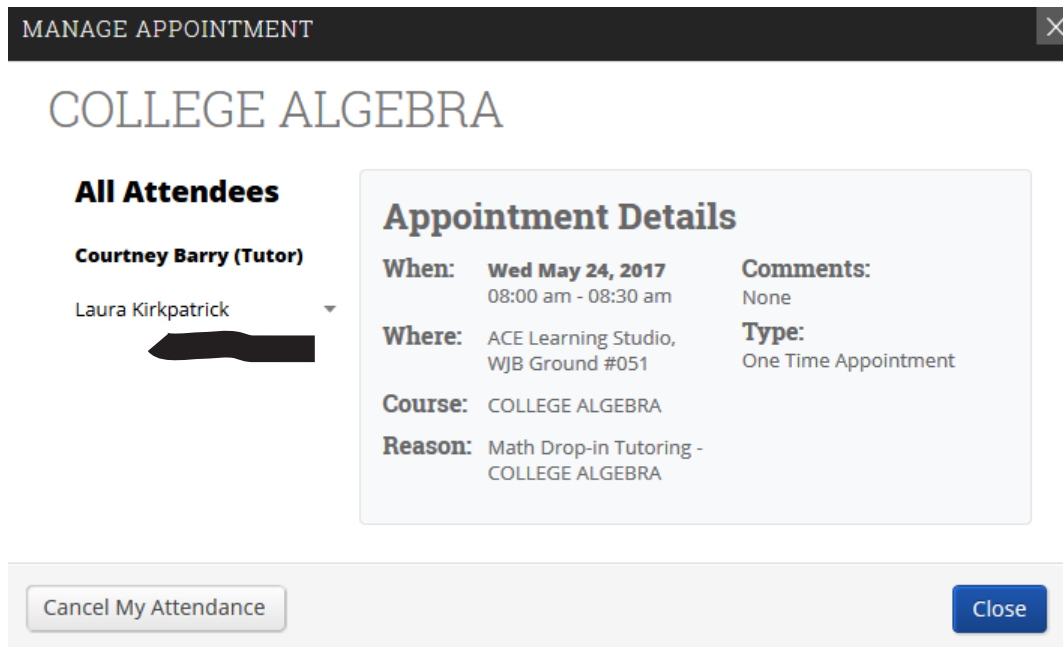
Click the link for the appointment you wish to cancel.

Next you will see the appointment details screen. If you wish to cancel, press the “Cancel My Attendance” button in the lower lefthand corner.



**Upcoming Appointments**

 **Math Drop-in Tutoring - COLLEGE ALGEBRA**  
With Courtney Barry  
05/24/2017 08:00 AM



**MANAGE APPOINTMENT** [Close]

## COLLEGE ALGEBRA

**All Attendees**

**Courtney Barry (Tutor)**

Laura Kirkpatrick [Dropdown Arrow]

**Appointment Details**

<b>When:</b>	Wed May 24, 2017 08:00 am - 08:30 am	<b>Comments:</b>	None
<b>Where:</b>	ACE Learning Studio, WJB Ground #051	<b>Type:</b>	One Time Appointment
<b>Course:</b>	COLLEGE ALGEBRA		
<b>Reason:</b>	Math Drop-in Tutoring - COLLEGE ALGEBRA		

**Cancel My Attendance** [Close]

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!

**This Appointment will be counted as a no show**

## Cancel My Attendance

**Reason:**

Select A Reason ▼

**Comments:**

Don't Mark

Mark as Cancelled