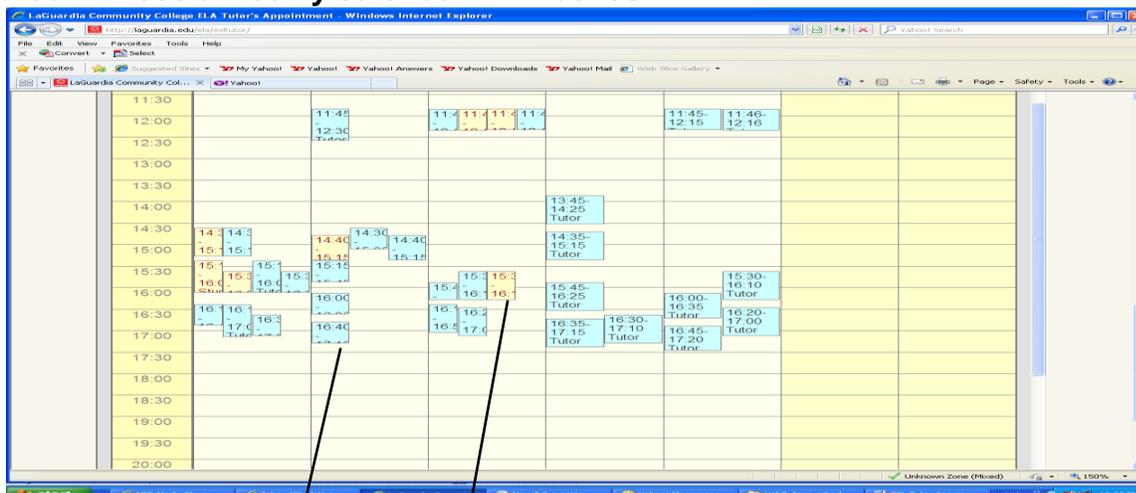


1-to-1 appointment for ESL tutoring

Go to <http://laguardia.edu/ela/esltutor>

You will see a weekly calendar with boxes.



for example

10:30 - 11:15
Tutor Available
(Lorraine /B233)

Blue box only: the appointment is available. To sign up for the appointment, click on the white space within the same column/the same day. A pop-up window will appear.

11:30 - 12:00
Tutor Available
(John /B233)

11:30 - 12:00
Student's
Appointment

Blue with Yellow next to it: the appointment is already taken by somebody

How to make an appointment:

- Click on the white space within the same column on the date/time that is still available.
- Fill in the form. Any appointment request without complete information cannot be processed.
- If you have trouble using the online form, come to **B 233** in person.
- To cancel the appointment, please call **(718) 482-5132**.
- If you are more than 10 minutes late and another student shows up, the tutor may take that student instead and mark you as a **No Show**.

After 1 time of not showing up (No Show) or 2 times of cancelling (CXLs) we won't give you another appointment for the semester.

How to cancel your appointment:

You **cannot cancel or modify your appointment on this online appointment form** once you have submitted your appointment request. If you made a request by mistake, please leave a voicemail at 718-482-5132 with your name, class, date, time you want to cancel.

How many appointments:

For the first 4 weeks of lab, you can make two appointments a week. After that, you can make 1 appointment a week. We want to distribute the service to as many students as possible.

Update: New appointments for the following week will be posted on Friday evening.