1-to-1 appointment for ESL tutoringGo tohttp://laguardia.edu/ela/esltutor

You will see a weekly calendar with boxes.

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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.