ASC Online Tutoring Instructions
① Start at the ASC home page: academicsupport.fullcoll.edu

② Click on Login to ASC Online Tutoring.
③ Enter your MyGateway student ID number and password and click Login.
The email address that is your preferred email in MyGateway will be pre-filled. This is the email address where you will receive ASC Online Tutoring notifications.

④ Fill out the rest of the form.

⑤ Respond to the captcha and click on Complete Registration.
Choose desired center.

Welcome to the Fullerton College Tutoring Center Appointment Calendar!

In the Tutoring Center, tutoring sessions are 50 minutes. To find tutoring for a specific course, see “Limit to:” function above for courses drop-down menu. Select a course to find tutors who can help. To meet for a live Zoom session, please select an available white box in a tutor’s schedule to make an appointment.

For more detailed information, go to https://academicsupport.fullcoll.edu/.

For specific questions about tutoring in the Tutoring Center, please contact: David Sarabia (dsarabia@fullcoll.edu) or Chynna Barnett (cbarrett@fullcoll.edu)
Tutoring Center
Appointments
Select your class from the drop-down menu next to **Limit to**.

If you want an appointment next week, click **Next Week**. Appointments can be scheduled up to 10 days in advance.
Tutoring Center Appointments

White boxes are available appointments. Click on a white box for the appointment time you want.
Tutoring Center Appointments

10. In the *Create New Appointment* pop-up window, verify the selected **date**, **time**, **tutor**, and **course** for your appointment.

![Create New Appointment Form]

11. Fill out the form and describe the **specific** topic you would like to focus on. Upload any files related to your assignment or topic. Then select *Create Appointment*.

Tutoring Center appointments are 50 minutes.
⑫ Review the appointment instructions. You will also receive follow-up emails confirming the appointment.

⑬ If anything is incorrect, click on Edit Appointment to make adjustments. If you need to cancel the appointment, you can always click on the same appointment you made and click Cancel Appointment. When you’re done, close this window.

You can come back and edit or cancel your appointment at any time!
How to Prepare for a Tutoring Center Appointment

**Identify**
Identify a specific topic to discuss and write it on the appointment form.

**Upload**
Upload documents to your appointment form: assignment, study guide, or other materials.

**Prepare**
Prepare specific questions and/or attempt your assignment before the session.

**Join**
Log in to ASC Online Tutoring and join the Zoom session *5 minutes before* start time.
Writing Center
Appointments
If you want an appointment next week, click **Next Week**. Appointments can be scheduled up to 10 days in advance.

White boxes are available appointments. Click on a white box for the appointment time you want.
Writing Center Appointments

Meet Tutor Online?

Yes. Schedule Online tutoring via "Zoom" appointment.
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. If possible, please upload your assignment prompt, written work, or essay for your tutor to review before your tutoring session. Then, open this appointment and click on your tutor's Zoom link above.

Yes. Schedule Submit a question/an Essay appointment.
If you choose "Submit a question/an Essay", submit your question (Tutoring Center) or upload your paper and your assignment prompt (Writing Center) below after making this appointment. Then, monitor your email for a reply. If your question is not addressed, or if that person has responded to your question on your material on your essay.

In the Create New Appointment pop-up window, choose the type of appointment you want. The Writing Center offers two types of appointments:

- **Online tutoring via “Zoom”** – A live 30-minute tutoring session interacting with a tutor via Zoom.
- **Submit a question/an Essay** – Upload your essay or written assignment for a tutor to review and send you written feedback within 24 hours of the appointment time.
Writing Center Appointments

Fill out the Create New Appointment form. The instructor’s email address will be used for verification of your appointment.

- If you are submitting an essay or written assignment for review, describe your specific questions or concerns to get more effective feedback from the tutor.
- Upload any files related to your assignment such as the prompt, a draft of your paper, or related reading for the tutor to see.

Select Create Appointment.

Writing Center appointments are 30 minutes.
Writing Center Appointments

ONLINE TUTORING VIA “ZOOM”
CREATED: Jul-20-2020 | Authors: Stay, Resource

For Online tutoring via “Zoom”, please log back to WC Online 5 minutes before your scheduled appointment and click on your appointment time. Then click on the Zoom link below. You will be placed in a waiting room. Please make sure that your WC Online account name is the exact same name on your Zoom account. Tutors will look for the exact appointment name in their Zoom waiting room before admitting a student into their Zoom meeting room.

https://zoom.us/j/XX000000
pwd=SkVFeUfVzMz3K32ZVnMNXWt1TmpVUT09

For a “Submit an essay” appointment, please upload a copy of your assignment prompt and your essay draft. You will not meet with a live tutor for this type of appointment. Please note that due to time constraints, a tutor can only provide feedback for an essay of about 3-4 pages in length. If your essay is longer than that, we can encourage you to schedule two appointments to receive feedback.

MEET TUTOR ONLINE! ONLINE TUTORING VIA “ZOOM”

If you choose an online appointment, log back in to this website approximately 5-10 minutes before the start of your appointment. If possible, please upload your assignment prompt, written work, or essay for your tutor to preview before your tutoring session. Then, open this appointment and click on the tutor’s Zoom link above.

Course
Testing
Instructor
N/A

What is your instructor’s email address? (This is to notify your instructor of your tutoring session).
N/A

What would you like to work on today?
N/A

If you are submitting an essay for review, please be very specific asking questions or describing your concerns so that you may receive more effective feedback.

This schedule supports file attachments. To attach a file to this appointment, click ‘Edit’ below.

CLOSE WINDOW  EDIT APPOINTMENT  CANCEL APPOINTMENT

(A) Review the appointment instructions. You will also receive follow-up emails confirming the appointment.

(B) If anything is incorrect, click on Edit Appointment to make adjustments. If you need to cancel the appointment, you can always click on the same appointment you made and click Cancel Appointment. When you’re done, close this window.

You can come back and edit or cancel your appointment at any time!
Joining your Tutoring Session & Finding Essay Feedback
Joining your Tutoring Session

① Five minutes before your appointment, log in to ASC Online Tutoring from asc.fullcoll.edu and click on the green check mark to clock in.
Joining your Tutoring Session

When you have successfully clocked in, the green check mark turns red. When you have finished with your tutoring session, click on the red check mark to clock out.

Select your appointment and click on Clock In.

Your changes have been saved successfully. Continue making changes to navigate to other areas within the program.
Joining your Tutoring Session

③ Click on the SAME box for the appointment you made (in yellow).

④ Click on the Zoom link in the appointment window to join the tutoring session. Make sure this is YOUR appointment!

Don't forget:
- Arrive 5 minutes before your appointment time.
- If you arrive more than 5 minutes late, your tutoring session will end at the scheduled end time, or you may lose your appointment.
- If you need to cancel or reschedule, do so at least 1 hour before your appointment time. Otherwise, your cancellation will be marked as a "no show".

At your scheduled time, access your appointment at this link: https://zoom.us/j/XXXXXXXX

For more detailed information, go to asc.fullcoll.edu
For specific questions about tutoring in the Tutoring Center, please contact: Isabella (dasarbia@fullcoll.edu) or Chynna Barnett (cbarnett@fullcoll.edu)
Within 24 hours after the appointment time, you will receive an email confirming that a tutor has provided feedback on your essay.

3 When you get that email, log in to ASC Online Tutoring and select the Writing Center schedule. Click on the SAME box for the appointment you made (in yellow).

4 In the View Existing Appointment pop-up window, click on the file that the tutor uploaded with feedback on your essay.
Questions?

Get instant answers from our ASC staff on our live chat at asc.fullcoll.edu.
Send us an email at academicsupport@fullcoll.edu.