Tuturiong Request Guide

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| **WEEKLY TUTORING**
Appointment Scheduling Starts On: Friday Sept 13
Tutoring begins on: Monday, Sept 16 | Students schedule one-time appointments in OATS with any available tutor. Students may book one or two 30-minute appointments per week, per course. Students can schedule appointments for the current week and/or the following week. Bio 207 and Chem 130: see note on group tutor scheduling. | 1. Log in to OATS at [http://requesttutor.cs.umb.edu:8080/oats](http://requesttutor.cs.umb.edu:8080/oats)
   - First time user? Click “Register” to create an account.
   - Returning user? Click “Login” or “Forgot Password” to access your account.
2. Schedule a tutoring appointment
   - Go to “Weekly Tutoring” scheduler to view available appointments.
   - To book an hour-long appointment, book two back-to-back 30 minute sessions with the same tutor.
3. Set a reminder for your meeting
   - You will receive a confirmation email from OATS with your appointment information.
   - OATS does not send appointment reminders, so please set a reminder for yourself in your phone, calendar or planner with the date & time of your tutoring session.
4. Meet your tutor
   - Bring your notes and textbook to your tutoring session.
   - See confirmation email for info on cancelling or rescheduling appointments. |

| **SEMESTER TUTORING**
Tutoring Requests Start Date: Thursday, Sept 12
Tutoring begins on Monday, Sept 16 | Students are assigned to a tutor for the semester based on matching times and tutor availability. Once assigned to a tutor, appointments are scheduled directly with the tutor (not through OATS). Students can work with tutors for up to one hour per week, per course. | 1. Log in to OATS at [http://requesttutor.cs.umb.edu:8080/oats](http://requesttutor.cs.umb.edu:8080/oats)
   - First time user? Click “Register” to create an account.
   - Returning user? Click “Login” or “Forgot Password” to access your account.
2. Submit your request
   - Go to “Semester Tutoring” scheduler, then “Tutoring Request” and fill out form.
3. Complete your schedule
   - You MUST fill out your schedule in order to be assigned to a tutor!
   - Check off as many times as possible when you are available and click “Submit”
4. Check your email for tutor assignment
   - You should receive an email within 2 business days with your tutor’s name and contact information, or information on next steps if we aren’t able to assign you to a tutor.
5. Email your tutor to set up a meeting
   - Confirm the date, time & location of your first meeting. |

*Bio 207 and Chem 130: drop-in group tutoring ONLY. Do not use OATS. View group tutoring schedule and location at [http://blogs.umb.edu/subjecttutor](http://blogs.umb.edu/subjecttutor)

*All foreign languages
Logic (Philosophy 120)
Music
Psychology

For current lists of semester tutoring courses, go to [http://blogs.umb.edu/subjecttutor](http://blogs.umb.edu/subjecttutor)

Sign up for tutoring on OATS at [http://requesttutor.cs.umb.edu:8080/oats](http://requesttutor.cs.umb.edu:8080/oats)
Questions? Email us at tutoringprogram@umb.edu