Directions for Accessing your Online Tutoring Account to schedule tutoring appointments for CS, ECON, BIOL, CHEM and MATH courses tutored through the Weekly Tutoring format:

Go to the Online Application for Tutor Scheduling at https://requesttutor.cs.umb.edu/oats.

Login to the website with your username and password. Your username is your first initial and last name (ex. jsmith). If you forgot your password:

Click on “Forgot password”. It will take you to a new screen where you can request that your password be sent to your email.

After you log in with your username and password, you will see the following screen. To request tutoring, click on the link: Weekly Tutoring.
After you click the weekly tutoring link (previous screen), you will see your OATS tutoring account, below. Scroll down this screen to see a sample schedule of available tutoring sessions for the sample courses listed.

<table>
<thead>
<tr>
<th>Max No Shows</th>
<th>Max Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
<td>No Shows (as far)</td>
</tr>
<tr>
<td></td>
<td>(per course)</td>
</tr>
<tr>
<td>BIDL 200</td>
<td>0</td>
</tr>
<tr>
<td>CHEM 114</td>
<td>0</td>
</tr>
<tr>
<td>MATH 130</td>
<td>0</td>
</tr>
</tbody>
</table>

Modify Tutoring Appointments:

- You may reserve TWO 30-MINUTE APPOINTMENTS PER WEEK per course.
- All tutoring appointments are ONE TIME ONLY. You must book new appointment(s) for each week that you wish to continue tutoring.
- To schedule an hour-long tutoring session, please reserve two back-to-back 30-minute appointments with the same tutor.
- To RESERVE a tutoring appointment, check the box next to the corresponding tutor’s name at the day & time you wish to reserve, then click “Update All Selections.”
- To CANCEL a previously reserved appointment, uncheck the box next to the tutor's name for the appointment you want to cancel, then click “Update All Selections.”
- Cancellations must be made at least two hours before the start time of the appointment.
- If you miss a scheduled tutoring appointment, you will be charged with one no-show per 30-minute block missed. An hour-long missed appointment counts as two no-shows.
- Students with 3 or more no-shows in a semester will have a hold placed on their account and will no longer be able to reserve tutoring.
- For more information, including maximum policies, time guidelines, and other tutoring resources, please visit the Student Support Services Department.

Select one or two ½ hour times (per course) by clicking on the box next to the tutor’s name for each session you are requesting, then click on “Update All Selections”.

After you click on “Update All Selections” the sessions will be reserved. Please note: You will receive and email confirmation that will include the days/times and location of your tutoring appointment(s).