

# Scheduling an Appointment with TASC

Tutoring and Academic Success Center  
Monterey Peninsula College  
Spring 2021

Welcome to TASC! We are happy to have you, and commend you on your choice to seek support for your academic success. Please follow the steps below to schedule an appointment with one of our tutors.

To view these instructions as a video, [click here](#).

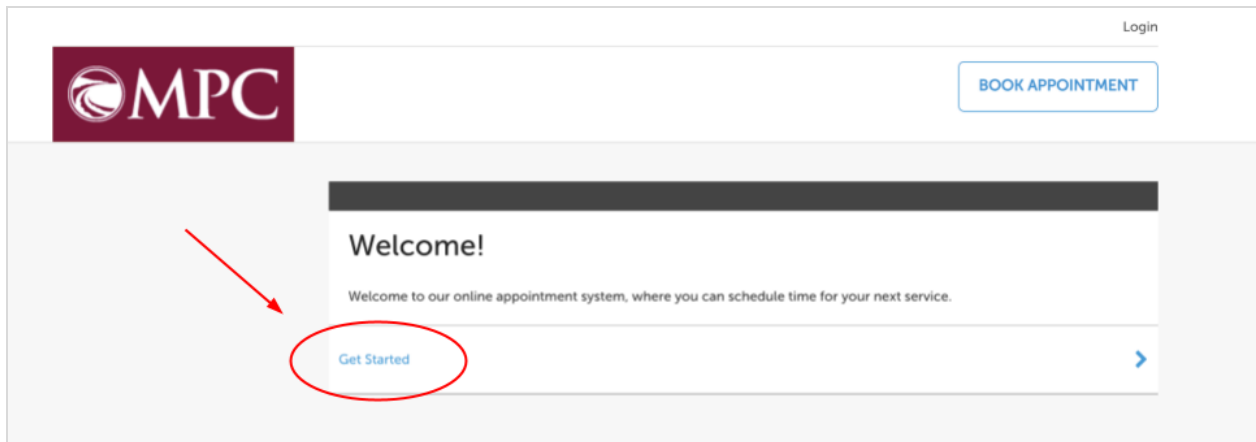
## Step One

Go to the [TASC website](#). Click "Book Now."

The screenshot displays the TASC website interface. On the left, there is a navigation menu with categories: All Degrees and Programs, General Information, Academic Divisions, Library & Learning Centers (with sub-items: Library, Math Learning Center, Reading & Writing Center, Reading Center, STEM Cel Tutoring Center, Tutoring and Academic Success Center (TASC), and TRIO Learning Center), Campus Centers, and Specialized Programs. Below this is a 'RELATED LINKS' section with links to STEM CEL, Math Learning Center, Reading and Writing Center, and TRIO Learning Center. The main content area is titled 'TUTORING AND ACADEMIC SUCCESS CENTER (TASC)' and includes a 'Mission' statement, a 'For Students' section with a list of services, and a 'Courses Covered' list. The 'Courses Covered' list includes: Zoom & Canvas Assistance, Anatomy 1 & 2, Business 1A, 1B, 20, 24, 40, 50, 120A, CSIS 1, 9, 10A, 10B, 10C, 50, 51, 75, 76A, 177A, ECON 4, ENTC 5, FREN 1A, 1B, 2A, HIST 12, MEDA 105, PSYC 1, 3, 25, 35, and SPAN 1A, 1B, 2A, 2B. At the bottom of the main content area, there is a link: 'Don't see a course you're looking for? Request Tutoring Services'. A blue button labeled 'BOOK NOW' is prominently displayed and circled in red. On the right side of the page, there is a 'Contact Info' section for Linda Hucks, a 'News' section with 'No results found.', and an 'Events' section for a '2021 Virtual Scholarship Workshop'.

## Step Two

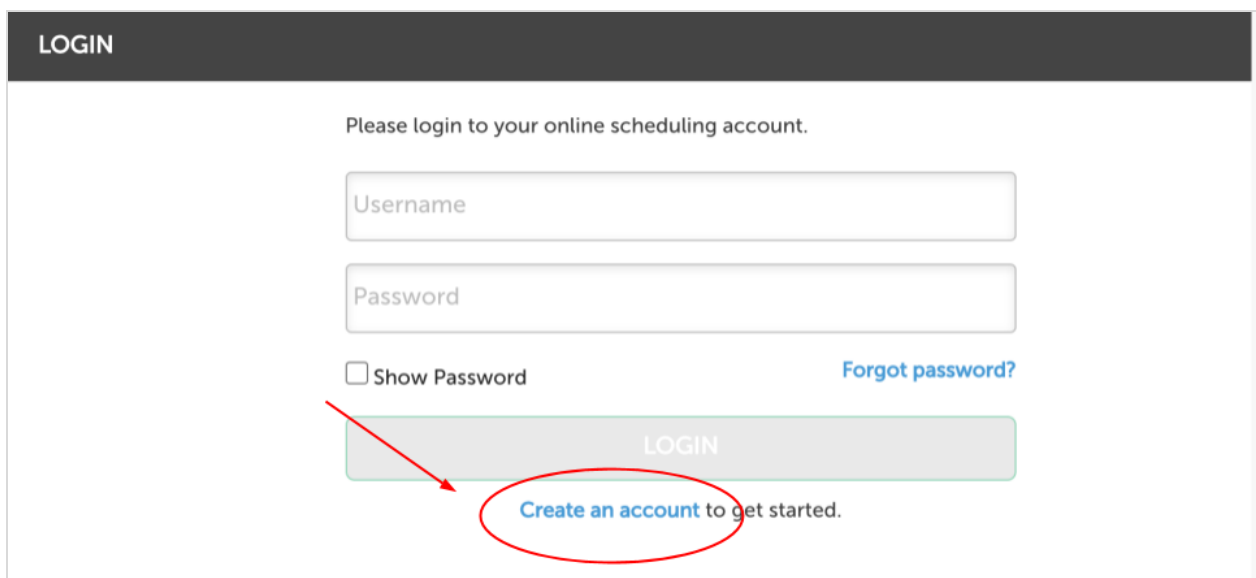
Click "Get Started"



## Step Three

Click "Create an Account."

If you have already created an account, log in and skip to **Step \_\_\_**.





## Step Five

Return to the previous page, enter your information, and click "Login."

### LOGIN

Please login to your online scheduling account.

  
  
 Show Password [Forgot password?](#)

**LOGIN**

[Create an account](#) to get started.

## Step Six

Find the course you would like tutoring for. Click the blue "Select" button in the right-hand column.

Note that courses are listed alphabetically, and there are several pages. If you cannot find your course, search for it using the search bar at the top of the page.

### SELECT COURSE

Zoom and Canvas Support	<input type="button" value="Select &gt;"/>
ANAT 1/2	<input type="button" value="Select &gt;"/>
BUSI 120A	<input type="button" value="Select &gt;"/>
BUSI 1A	<input type="button" value="Select &gt;"/>
BUSI 1B	<input type="button" value="Select &gt;"/>

## Step Seven

If your course has more than one tutor assigned to it, click the blue "Select" button to the right of the tutor's name with whom you would like to work.

If you do not have a preference, click the blue "Select" button next to "No Preference."

SELECT TUTOR	
No Preference	Select >
Chris	Select >
Hassan	Select >
Shams	Select >
1-4 of 4	< Previous 10    Next 10 >

## Step Eight

Click on a time that works best for you. Note that the dates and days of the week are listed across the top of the page.

SELECT DATE AND TIME				
February 1 - 5 📅				
Next 5 Days >				
Mon 2/1	Tue 2/2	Wed 2/3	Thu 2/4	Fri 2/5
9:00AM	9:00AM	9:00AM	9:00AM	10:00AM
9:30AM	9:30AM	9:30AM	9:30AM	10:30AM
10:00AM	10:00AM	10:00AM	10:00AM	11:00AM
10:30AM	10:30AM	10:30AM	10:30AM	11:30AM
11:00AM		1:00PM	1:00PM	

## Step Nine

Confirm that your personal information at the top of the page is correct.

In the "Special Instructions" box, please write what you would like to work on during your session. When everything is complete, click "Finalize Appointment."

### YOUR INFORMATION

First Name\*  
Emily

Last Name\*  
Castro

Preferred Pronouns ?  
she/her

Special Needs

Special Instructions  
Working on Module 7

**FINALIZE APPOINTMENT**

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You have now successfully scheduled an appointment with a tutor! Please check your email for the appointment Zoom link and further instructions.

If you need support for any of these steps, please contact [tasc@mpc.edu](mailto:tasc@mpc.edu).

We hope to see you soon!