



HOW TO MAKE
AN APPOINTMENT FOR
MODERN LANGUAGE TUTORING





1

MAKE YOUR APPOINTMENT

Sign into your My LaGuardia account to make your appointment.

<https://mail.lagcc.cuny.edu/viplogin/Default.aspx>

e-Tools Help

Tutoring Services

Need help with writing? Schedule an appointment with the Writing Center:

MAKE APPOINTMENT

Need help with language – tutoring? Schedule an appointment with the Modern Language Lab:

- American Sign Language
- Arabic
- Chinese
- French
- Italian
- Japanese
- Korean
- Spanish

Transfer Services

Please take the Transfer Readiness Survey before making an appointment.

MAKE APPOINTMENT

SELECT THE LANGUAGE YOU NEED HELP WITH

On the right side of the page you will find a section titled “Tutoring Services” with a list of languages.

Click on the language.

STUDENT APPOINTMENT SCHEDULER

Dec 21/20 Mon	Dec 22/20 Tue	Dec 23/20 Wed	Dec 24/20 Thu	Dec 25/20 Fri	Dec 26/20 Sat	Dec 27/20 Sun
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9:00 AM	9:00 AM
10:00 AM	2:00 PM
	2:30 PM
	3:00 PM
	3:30 PM
	4:00 PM
	4:00 PM

FIND THE BEST TIME FOR YOU.
SELECT THAT TIME, CLICK NEXT.

PREVIOUS

NEXT

COMPLETE THE FORM, SELECT TUTOR & SUBMIT

Fill out the code for the course you are “seeking help for”, your professor’s name.

All tutors with an available appt in that time slot will be listed.

Appointment Details

Appointment time : 22-Dec, 9:00 AM - 10:00 AM

Location : See the Confirmation email for Location

Reason for tutoring * : General
General: Get help with homework, lab assignments, grammar, vocabulary, culture, presentations and quiz review.

Seeking help for * : ELJ101.3344

Instructor name * : Sara Hamada

Available tutors * : Yukari Izumiyama

Phone * : 1234567890

Comments * : Practice for my OPI

By selecting "accept", I understand my appointment may be cancelled or rescheduled if I am more than 5 minutes late: I accept

SUBMIT



2

CONFIRM YOUR APPOINTMENT

Along with your appointment confirmation you will immediately receive the Zoom link for your meeting.

APPOINTMENT CONFIRMATION

After successfully submitting your appointment, you will be redirected to a screen confirming the time.

The appointment meeting link will also be listed.

Appointment details

Appointment has been scheduled successfully

Please check the following details

Appointment: JAPANESE | ELA Tutoring

Appointment with: Yukari Izumiyama

Location: <https://zoom.us/j/96152999068>

Reason for advisement: General

Date/Time: Dec-22, 9:00 AM - 10:00 AM

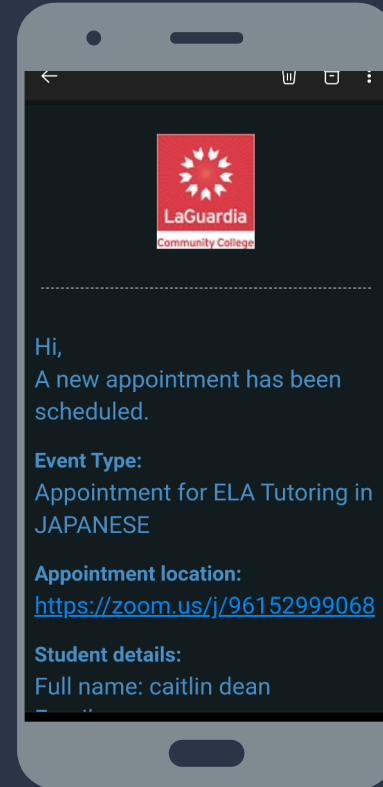
[Go back to My Laguardia](#)

CANCEL

EMAIL CONFIRMATION

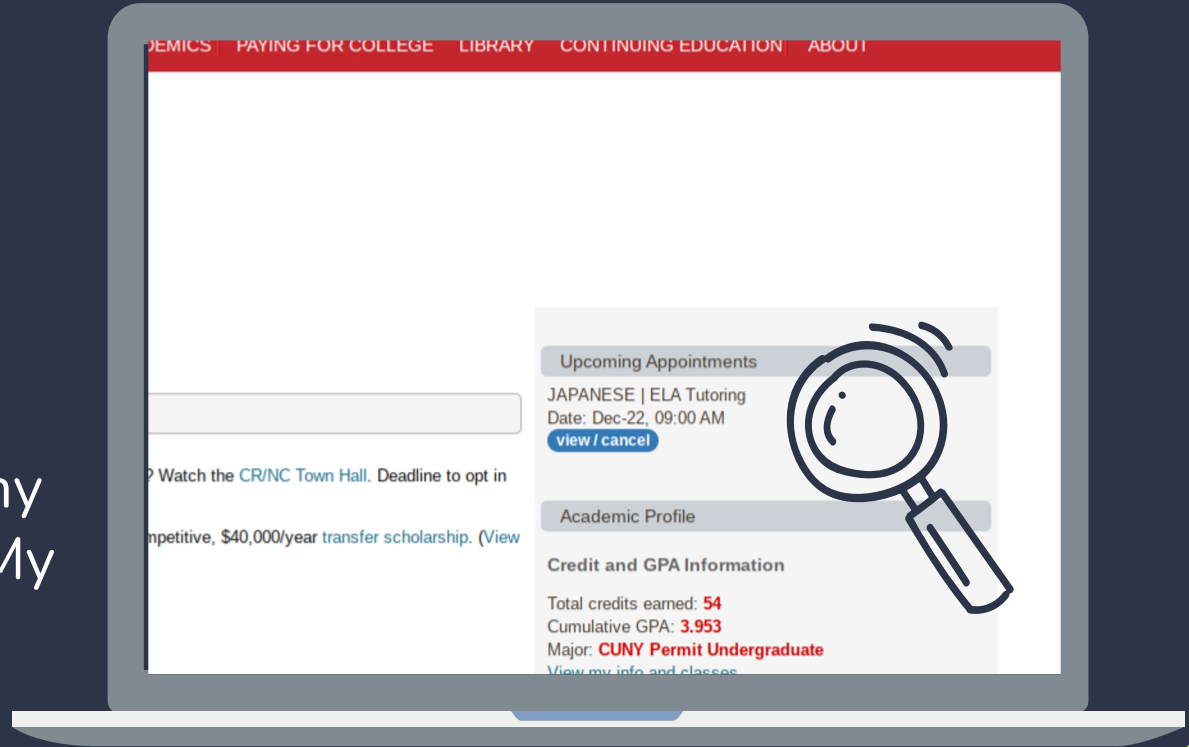
You will immediately receive an email confirmation with the full appointment info to your student email.

This email will also have the link for your tutoring session.



MY LAGUARDIA CONFIRMATION

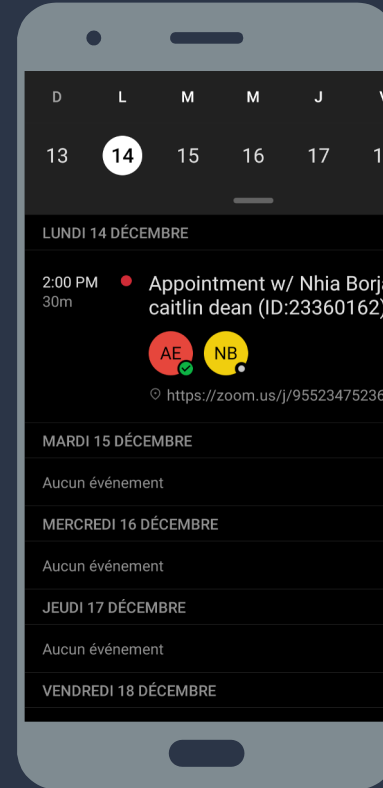
You can check
your
appointment
information any
time on your My
LaGuardia.



CALENDAR CONFIRMATION

Your appointment will also be automatically added to the Outlook Calendar connected to your student email.

You can view your calendar on the computer or on the Outlook app.





3

ATTEND YOUR APPOINTMENT

Be ready to join your tutor.

BE READY TO JOIN YOUR TUTORING APPOINTMENT.

- X Retrieve the link from your student email, Outlook calendar, or My LaGuardia page
- X Know what you want to ask for help with (topics, assignments, conversation practice, etc)
- X If you want help with an assignment, make sure to have made your best first attempt. This will allow the tutor to help you more.





TIP!

Join your tutoring appointment
5 minutes early using your link!

Your tutor will admit you to the meeting on time.

FIND THE MEETING LINK ON MY LAGUARDIA

Note the blue button that says “view/cancel”.

Clicking that button will show you the full appointment information including the meeting link.

to opt in

ship. (View

Upcoming Appointments

JAPANESE | ELA Tutoring

Date: Dec-22, 09:00 AM

[view / cancel](#)

Academic Profile

Credit and GPA Information

Total credits earned: **54**

Cumulative GPA: **3.953**

Major: **CUNY Permit Undergraduate**

[View my info and classes](#)

ZOOM WAITING ROOM ?

When you first join the meeting you will be admitted to the Zoom Waiting Room.

Your tutor will admit you to the meeting at the time of your appointment.





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CAN'T ATTEND YOUR APPOINTMENT?

It's easy to cancel and reschedule.

SIGN INTO MY LAGUARDIA

Note the blue button that says “view/cancel” below the information.

Clicking that button will give you the option to cancel your appointment.

Upcoming Appointments

JAPANESE | ELA Tutoring
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[view / cancel](#)

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THANKS!
WE LOOK FORWARD TO SEEING
YOU AT TUTORING.

Any questions?

Contact the Modern Language
Lab Coordinators:

- X Lorna Feldman
lfeldman@lagcc.cuny.edu
- X Julio Rosario
jrosario@lagcc.cuny.edu



CREDITS

Special thanks to all the people who made and released these awesome resources for free:

X Presentation template by [SlidesCarnival](#)





Free templates for all your presentation needs



For PowerPoint and
Google Slides



100% free for personal
or commercial use



Ready to use,
professional and
customizable



Blow your audience
away with attractive
visuals