Tutoring & Success Services: Scheduling & Cancellation Guide
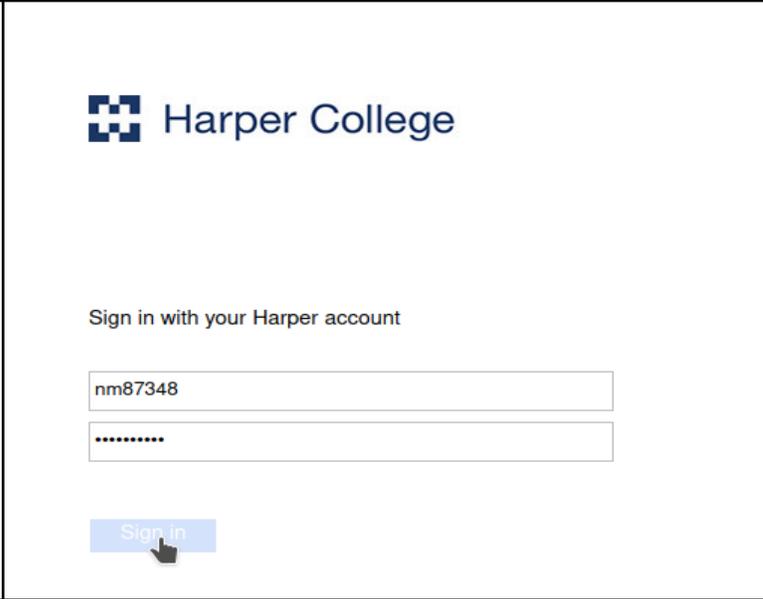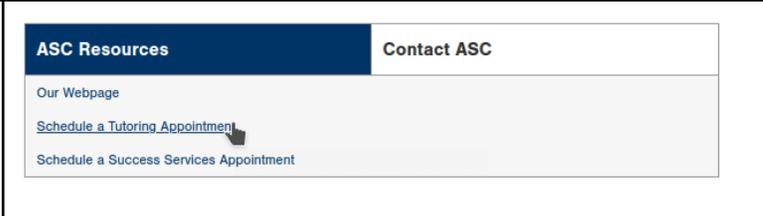
To book or cancel Tutoring or Success Services appointments, follow these steps:

> *Note: Instructions are demonstrated for the Tutoring center. Success Services follows the same steps but has an additional step 10.
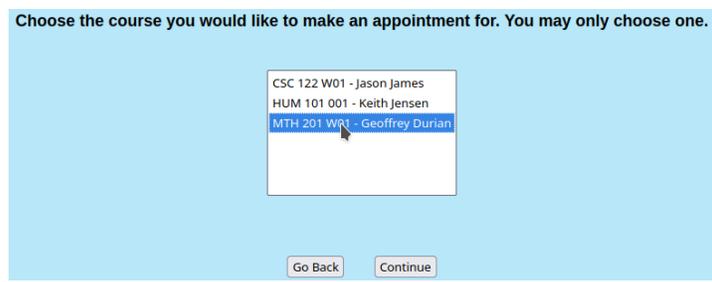
If you encounter any issues with the steps below, please email the Academic Support Center at asc@harpercollege.edu, call us at 847.925.6539, or click on the Live Chat on our website.

Schedule an Appointment

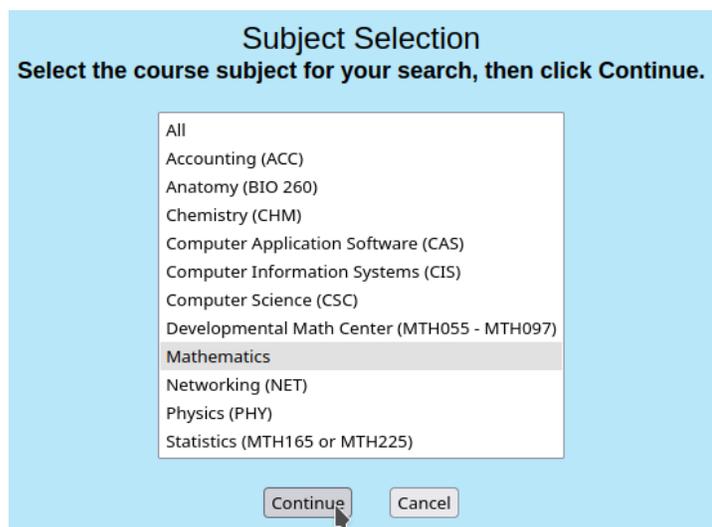|	
1. **Log into your MyHarper Student Portal.** Can't find MyHarper Portal? ➔ Visit Harper College's homepage. ➔ Click the "hamburger" button (three lines) at the top right. ➔ From the dropdown, select "MYHARPER" to log in. Need help? Call the Student Service Desk at 847.925.6866.	**Harper College** Sign in with your Harper account nm87348 •••••••••• Sign in
2. **On the main page, select the "Academic Success" button.**	MY PROFILE ACADEMIC ADVISING AND COUNSELING REGISTRATION AND RECORDS FINANCES STUDENT LIFE ACADEMIC SUCCESS JOB RESOURCES
3. **Locate the "ASC Resources" box and click "Schedule a Tutoring Appointment" or "Schedule a Success Services Appointment" as needed.**	**ASC Resources** **Contact ASC** Our Webpage Schedule a Tutoring Appointment Schedule a Success Services Appointment

4. Select "**Make Appointment**."	
5. Select your course and press "**Continue**."	Choose the course you would like to make an appointment for. You may only choose one. CSC 122 W01 - Jason James HUM 101 001 - Keith Jensen MTH 201 W01 - Geoffrey Durian Go Back Continue
6. Select the appropriate subject for your course, and click "**Continue**."	**Subject Selection** **Select the course subject for your search, then click Continue.** All Accounting (ACC) Anatomy (BIO 260) Chemistry (CHM) Computer Application Software (CAS) Computer Information Systems (CIS) Computer Science (CSC) Developmental Math Center (MTH055 - MTH097) Mathematics Networking (NET) Physics (PHY) Statistics (MTH165 or MTH225) Continue Cancel
7. Keep default settings for all appointments or adjust preferences. 8. Once set, click "**Find Appointments**."	**Search for Appointment Availability** Use the options below to narrow your search. Keep the default settings to see the greatest number of appointments. | Day of week	Start Time	End Time	Online/In-person	Subject - Tutor
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All	6:00 AM	8:45 PM	All	Math - Carol C
Sunday	6:15 AM	9:00 PM	30 minute online appointment	Math - Eric R
Monday	6:30 AM	9:15 PM	60 minute online appointment	Math - Jesse H
Tuesday	6:45 AM	9:30 PM	30 minute in-person appointment	Math - Karen D
Wednesday	7:00 AM	9:45 PM	60 minute in-person appointment	Math - Mike P
Thursday	7:15 AM	10:00 PM		Math - Milena S	 Go Back Reset Find Appointments

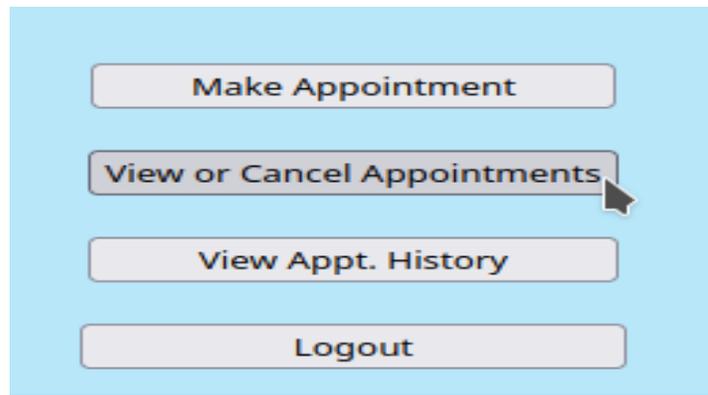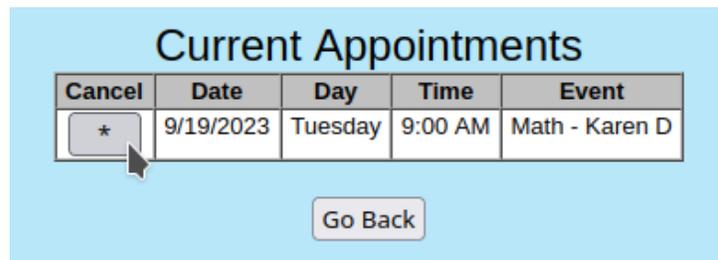|	
9. **Select a suitable appointment from the list and click the * button on the left.**	**Search Results** Appointments that match your search options are below. Select one by clicking the * on the left. | Select	Appointment Type	Date	Day of Week	Time	Subject-Staff
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*	60 minute online appointment	9/14/2023	Thursday	1:00 PM	Statistics - Laurie H
*	60 minute online appointment	9/14/2023	Thursday	2:00 PM	Statistics - Laurie H
*	60 minute online appointment	9/14/2023	Thursday	3:00 PM	Statistics - Laurie H
*	60 minute online appointment	9/14/2023	Thursday	4:00 PM	Statistics - Laurie H
*	60 minute online appointment	9/16/2023	Saturday	10:00 AM	Math - Milena S
*	60 minute online appointment	9/16/2023	Saturday	11:00 AM	Math - Milena S
*	60 minute online appointment	9/16/2023	Saturday	12:00 PM	Math - Milena S
*	60 minute online appointment	9/18/2023	Monday	6:00 PM	Math - Eric R
*	60 minute online appointment	9/19/2023	Tuesday	8:00 AM	Math - Karen D
*	60 minute online appointment	9/19/2023	Tuesday	9:00 AM	Math - Karen D	
10. **Success Services Only** **Choose the session topic of your interest and select "Continue."**	**Session Topic** Choose a session for your Success Services appointment. For details on each topic, click here. To schedule an on-campus appointment for a Test Performance Analysis session see contact information below. ASC - Accounting Tips ASC - Concentration ASC - Economics Tips ASC - Learning Styles ASC - Memory ASC - Motivation ASC - Note taking Skills ASC - Online Study Tips ASC - Preparing for Finals ASC - Reading Strategies Go Back Continue
11. **Click "Continue" to confirm your appointment.** *Upon success, the page will display confirmation details.*	**Appointment Confirmation** Press Continue to confirm your appointment. Press Go Back to make any changes. Go Back Continue

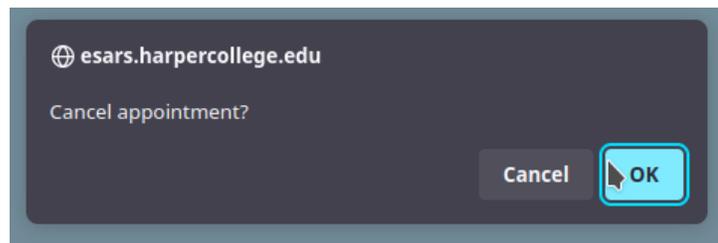**For cancellation instructions, please continue on the .**

Cancel an Appointment

1. **Follow steps 1-3 from the table above to navigate to this menu. Then, click on "View or Cancel Appointments."**	Make Appointment View or Cancel Appointments View Appt. History Logout
2. **Click the * button next to the appointment you want to cancel.**	**Current Appointments** | Cancel	Date	Day	Time	Event
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*	9/19/2023	Tuesday	9:00 AM	Math - Karen D	 Go Back
3. **A pop-up will ask to cancel the appointment. Click "Yes."**	⊕ esars.harpercollege.edu Cancel appointment? Cancel OK
4. **Click "Continue" to finalize the cancellation.** *The page will refresh, confirming your appointment cancellation.*	Cancellation Confirmation Please select ' Continue ' to confirm your cancellation Continue Abort