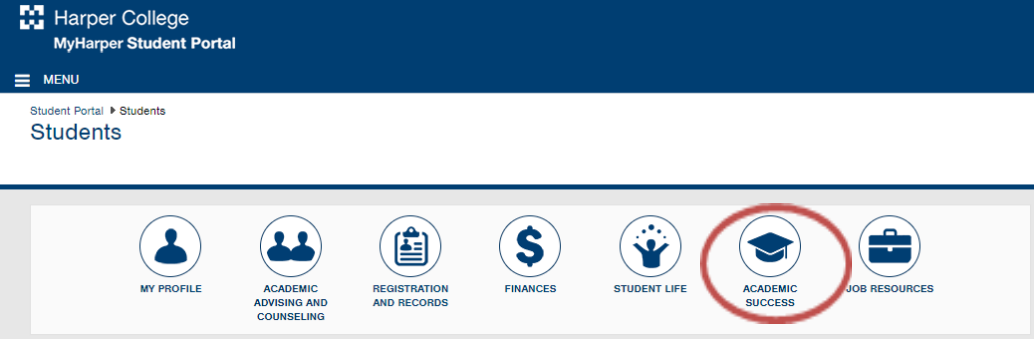
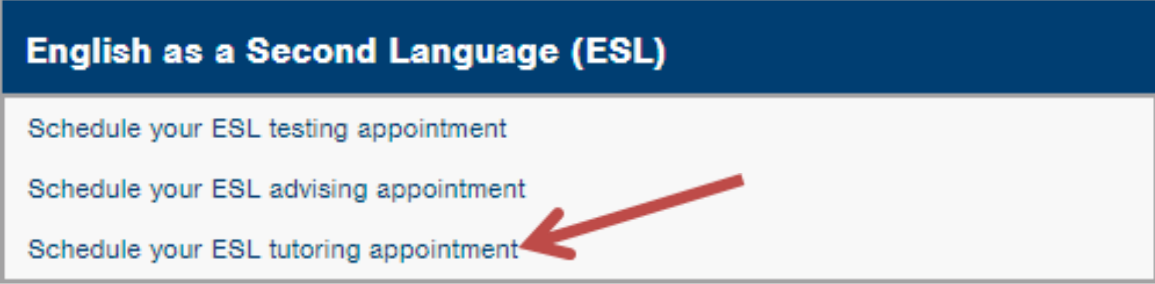
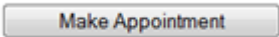
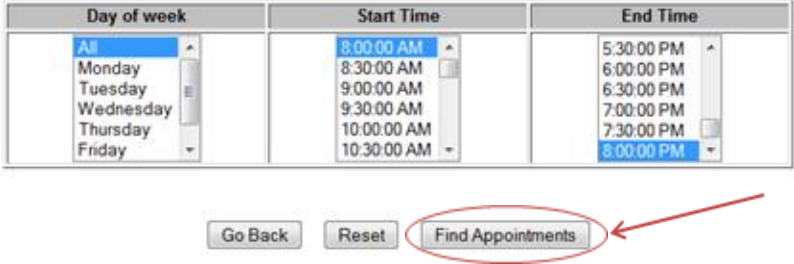



# How to Make an ESL Tutoring Appointment

<p><b>Step One:</b> Log into your My Harper Student Portal.</p>	<p><a href="https://my.harpercollege.edu/cp/home/displaylogin">https://my.harpercollege.edu/cp/home/displaylogin</a></p>																					
<p><b>Step Two:</b> Click on the Academic Success icon.</p>	 <p>Harper College MyHarper Student Portal</p> <p>MENU</p> <p>Student Portal ▸ Students Students</p> <p>MY PROFILE   ACADEMIC ADVISING AND COUNSELING   REGISTRATION AND RECORDS   FINANCES   STUDENT LIFE   <b>ACADEMIC SUCCESS</b>   JOB RESOURCES</p>																					
<p><b>Step Three:</b> Click on “Schedule your ESL tutoring appointment.”</p>	 <p><b>English as a Second Language (ESL)</b></p> <p>Schedule your ESL testing appointment</p> <p>Schedule your ESL advising appointment</p> <p>Schedule your ESL tutoring appointment</p>																					
<p><b>Step Four:</b> Click on the “Make Appointment” button.</p>	 <p>Make Appointment</p>																					
<p><b>Step Five:</b> Click “Find Appointments” to see all appointments available.</p> <p>To limit the results, first choose the day and time you prefer, and then click “Find Appointments.”</p>	 <table border="1"><thead><tr><th>Day of week</th><th>Start Time</th><th>End Time</th></tr></thead><tbody><tr><td>All</td><td>8:00:00 AM</td><td>5:30:00 PM</td></tr><tr><td>Monday</td><td>8:30:00 AM</td><td>6:00:00 PM</td></tr><tr><td>Tuesday</td><td>9:00:00 AM</td><td>6:30:00 PM</td></tr><tr><td>Wednesday</td><td>9:30:00 AM</td><td>7:00:00 PM</td></tr><tr><td>Thursday</td><td>10:00:00 AM</td><td>7:30:00 PM</td></tr><tr><td>Friday</td><td>10:30:00 AM</td><td>8:00:00 PM</td></tr></tbody></table> <p>Go Back   Reset   Find Appointments</p>	Day of week	Start Time	End Time	All	8:00:00 AM	5:30:00 PM	Monday	8:30:00 AM	6:00:00 PM	Tuesday	9:00:00 AM	6:30:00 PM	Wednesday	9:30:00 AM	7:00:00 PM	Thursday	10:00:00 AM	7:30:00 PM	Friday	10:30:00 AM	8:00:00 PM
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**Step Six:**

Click on the  button next to the appointment time you want.



Select	Date	Day	Time	Event
	4/22/2015	Wednesday	11:00 AM	ESL TUTORING 1
	4/22/2015	Wednesday	11:30 AM	ESL TUTORING 1
	4/22/2015	Wednesday	12:30 PM	ESL TUTORING 1

**Step Seven:**

Select whether you are an ELP or IEP student.

Next, enter your course name, level, and instructor (as noted in the example).

Then check to make sure your phone number and email address are correct.

Then click on the "Continue" button.

**ESL Tutoring Appointment Request**

Are you a part-time ELP student (3 ESL classes or fewer) or full-time IEP student (in the Intensive English Program)?



Please enter your course name, level, and instructor.  
(For example: Reading 2, Kathy Zuo)



Please check your phone number and email address and correct them if they are wrong.

Phone Number  Extension

Email Address

Click on "Continue" to schedule your appointment.

After you click on the "Continue" button, you will be e-mailed a confirmation of your appointment

**-Disclaimer-**

If you need to cancel or reschedule a tutoring appointment, please call us **24 hours** before your appointment. If you cancel the same day, it will count as a no-show\*.

\*After 3 no-shows, you will not be allowed to make any more tutoring appointments.