Welcome to tutoring!

Whether you are a new student, or simply new to tutoring, this guide will assist you to understand how to access tutoring and set up an appointment.

Modes of Tutoring

Tutoring can happen in-person on campus or virtually through Zoom. In-person tutoring happens at Loudoun Campus LR 205. If Loudoun does not have a tutor that can help you, you are able to schedule tutoring at any of the other NVCC campuses as well.

Virtual tutoring is offered through Zoom. Some tutors offer in-person and virtual options, some offer only virtual appointments. Virtual appointments make it easy for you to schedule an appointment with a tutor from a different campus if Loudoun does not have the tutor you need.

Scheduling an Appointment

Appointments need to be scheduled at least 12 hours in advance, and can be scheduled up to two weeks in advance. You can schedule up to two hours of tutoring per class, per week.

To schedule an appointment, you can do so yourself through Navigate which is accessed through your myNOVA account.

**EAB Navigate
Student - NOVA**

EAB Navigate
Student
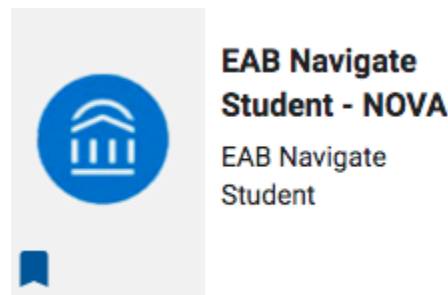
From there you will select "Appointments" on the left, and then the blue "Schedule an Appointment".
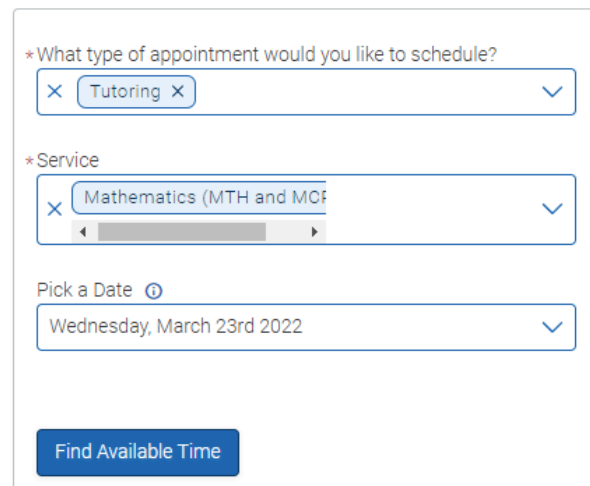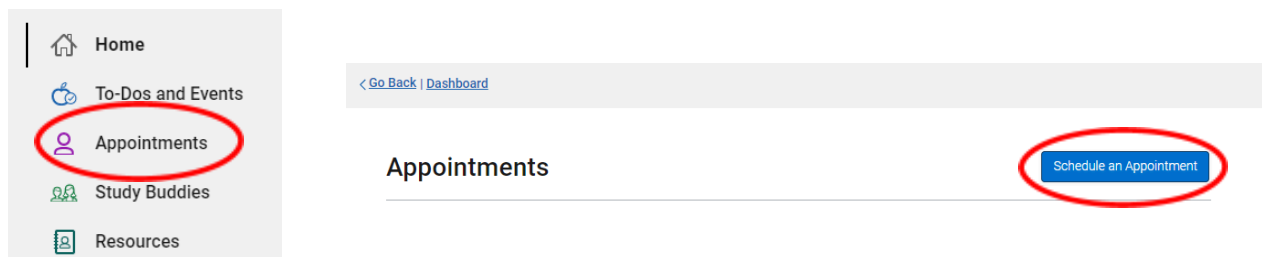
Next you will fill in the filters, then click the blue "Find Available Time" button at the bottom.

Your filters should look like this:

Type of appointment - Tutoring
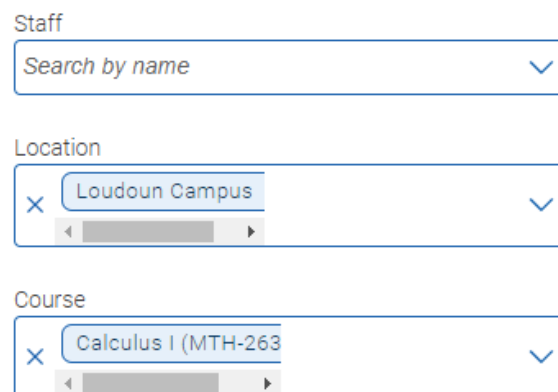**Service** - The subject (ie Mathematics)
Date - Whatever date you would like

A new page will open where you can add more filters such as:

Staff - if you have a preferred tutor and know their name
Location - select which campus you would like to meet at, or a virtual appointment
Course Number - Your exact course number (ie MTH-263)

Filtering by location is critical to ensure that you are looking at availability for your campus* or for virtual appointments.

Filtering by course number is also crucial to ensure that only tutors for your course are shown.

*Please note, some tutors only work virtually through Zoom so if you change the location from *Loudoun Campus* to *Virtual Appointment* you may see more tutor and time options depending on what course you need help with.

Once you have input all your desired filters, the availability will show up for upcoming appointments on your chosen date, and in the days surrounding your desired date.

Select the time slot that works best for you. You will be taken to a confirmation page. You want to ensure that the date, time, course, and campus all match your preferences.

Lastly, on the same page, you can scroll down and sign up for email or text reminders. You can also add any comments for the tutor about what you'd like to work on, such as "I would like to work on graphing equations." Once you have confirmed the information and added any desired comments, select the blue "Schedule" button at the bottom of the page. You're done!

If you are having difficulty scheduling the appointment on your own, you can call the tutoring center at (703)-948-7693, email us at loudountutoring@nvcc.edu, or come in-person to LR 205 for assistance.

Drop-in Appointments

Drop-in appointments are in person at Loudoun Campus. You will come to LR 205 and check in at the desk to find a tutor. Drop-in tutoring is available on a first come first served basis. With drop-ins you are not guaranteed a tutor, nor are you guaranteed a one-on-one experience. If multiple students need help, tutors will usually split their time between them.

No-Show

If you do not show up for your appointment without letting the center know, you will be counted as a no-show. The accrual of three no-shows will result in you losing your appointment privileges for 30 days and you will be able to come to drop-in hours, only.

Cancellations

If you have to cancel your appointment for any reason, please do so as soon as possible! This will allow the slot to open up for another student. You can cancel your appointment through Navigate, by contacting the tutor, or by contacting the tutoring center. If you fail to cancel your appointment and do not show up, you will be marked as a No-Show. If you cancel less than 6 hours before the appointment you will also be counted as a No-Show.