

UWC @ CSULB



Self-Scheduling Appointments On BeachConnect

Shakarian Student Success Center (SSSC),
Room 245

[Printable Map](#)

(562) 985 - 5162

General Inquiries: UWC@csulb.edu

Hours of Operation for Fall 2022:

In-Person Tutoring

Monday – Thursday: 10am-5pm

Friday: 10am-3pm

Zoom Tutoring

Monday-Thursday: 10am-8pm

Friday: 10am-3pm

Follow us on social media:

https://linktr.ee/CSULB_UWC



Important Reminders

- ✓ You can only schedule an appointment up to two weeks in advance.
- ✓ You are limited to 2 appointments per week.
- ✓ If you cannot keep an appointment, you must cancel the appointment at least 3 hours in advance.
- ✓ If you have 2 or more no-shows, the system will prevent you from making another appointment.



Log-In to Single-Sign On (SSO)

Log in using Single Sign-On

<https://sso.csulb.edu>

Use your student ID number and Beach password (same as used for MyCSULB/BeachBoard).

Click on the “**BeachConnect**” button from the list of apps.





Get Assistance

On the far right, top of the page, click the **“Get Assistance”** button to make a writing tutoring appointment.

The screenshot shows the 'Student Home' interface. At the top right, there is a 'BEACHCONNECT' logo. Below it, a blue button labeled 'Get Assistance' is highlighted with a red arrow. The main content area includes a 'Classes This Term' section with a table header (CLASS NAME, PROFESSOR, DAY/TIMES, MID, FINAL) and a message stating 'This student is not enrolled in any classes in the current term.' On the right sidebar, there are sections for 'Quick Links' (Take me to... School Information), 'Current Visits' (You have no current visits), and 'Upcoming Appointments' (You have no upcoming appointments).



Choose TYPE: Writing Support

From the drop-down menu choose the type of appointment you need. Currently you can schedule appointments for:

- Academic Advising
- Academic Coaching
- Beach Central
- Tutoring
- Veterans Services
- Writing Support

To schedule a writing appointment, select **“Writing Support”**

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options such as changing the Meeting Type or available options for dropping in.

* What type of appointment would you like to schedule?

× Writing Support ×

Academic Advising

* Career Counseling

Writing Support



SELECT SERVICE: Writing Support

From the drop-down menu choose the type of appointment you need. Currently you can schedule appointments for:

- Academic Advising
- Academic Coaching
- Beach Central
- Tutoring
- Veterans Services
- Writing Support

To schedule a writing appointment, select **“Writing Support”**

The screenshot shows a web form titled "New Appointment". Below the title is a question: "What can we help you find?". A paragraph of text explains that below are available options for scheduling an appointment and suggests trying other options if the desired one is not found. The main form area contains a question: "* What type of appointment would you like to schedule?". Below this question is a dropdown menu. The dropdown is currently open, showing three options: "Academic Advising", "Career Counseling", and "Writing Support". The "Writing Support" option is selected, indicated by a blue radio button and a red rectangular highlight. The dropdown menu also shows a search bar with "Writing Support" entered and a close button (X) on the left, and an upward arrow (↑) on the right.



CHOOSE A MEETING TYPE

Scroll down and select how you want to meet. You can choose **In Person or Online.**

The screenshot shows a meeting scheduling interface. On the left, there is a 'Staff' section with a search bar labeled 'Search by name' and a dropdown arrow. Below this is a section titled 'How would you like to meet?' which is highlighted with a red rectangular box. This section contains another search bar labeled 'Search by name' with an upward arrow, and two radio button options: 'In Person' (which is selected) and 'Online'. To the right of the interface, there are time slots for 'Fri, Aug 20th'. The top row shows '5:00 - 6:00 PM' and '6:00 - 7:00 PM'. The middle row shows '10:00 - 11:00 AM', '11:00 - 12:00 PM', '12:00 - 1:00 PM', and '1:00 - 2:00 PM'. The bottom row shows '5:00 - 6:00 PM' and '6:00 - 7:00 PM'.



CHOOSE A LOCATION

Click on the drop-down menu and choose “**University Writing Center (SSC-245).**”

How would you like to meet?

× In Person × Search by name ↓

Location

| Search by name ↑

University Writing Center (SSC-245)

The image shows a user interface for selecting a meeting location. At the top, there is a question "How would you like to meet?". Below this is a search bar with a close button (×), a selected filter "In Person" with a close button (×), and a search input field containing the text "Search by name". To the right of the search input is a downward-pointing arrow (↓). Below the search bar is a section titled "Location". This section contains another search input field with the text "Search by name" and an upward-pointing arrow (↑). Below the search input is a list of location options. The first option is "University Writing Center (SSC-245)", which is highlighted with a light blue background and a red border. A radio button is positioned to the left of this option.



SELECT A DAY AND TIME

Choose the day and time that fits
with your schedule.

Tue, Aug 17th						
10:00 - 11:00 AM	11:00 - 12:00 PM	12:00 - 1:00 PM	1:00 - 2:00 PM	2:00 - 3:00 PM	3:00 - 4:00 PM	4:00 - 5:00 PM
5:00 - 6:00 PM	6:00 - 7:00 PM					
Wed, Aug 18th						
10:00 - 11:00 AM	11:00 - 12:00 PM	12:00 - 1:00 PM	1:00 - 2:00 PM	2:00 - 3:00 PM	3:00 - 4:00 PM	4:00 - 5:00 PM
5:00 - 6:00 PM	6:00 - 7:00 PM					
Thu, Aug 19th						
10:00 - 11:00 AM	11:00 - 12:00 PM	12:00 - 1:00 PM	1:00 - 2:00 PM	2:00 - 3:00 PM	3:00 - 4:00 PM	4:00 - 5:00 PM
5:00 - 6:00 PM	6:00 - 7:00 PM					



CONFIRM

Review the Appointment Details and select which method you wish to receive your **reminder: email or text**. Please **put a few brief notes** about the class and assignment you will be working on in the **comment box**.

IMPORTANT: Click on “**Schedule**” to confirm the appointment.

What you currently see is a preview. If you do not select “Schedule,” your appointment will not be made.

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Writing Support	Service Writing Support
Date 08/20/2021	Time 11:00 AM - 12:00 PM
Location University Writing Center (SSC-245) The UWC offers Writing tutoring services and workshops for currently enrolled undergraduate and graduate students. If you are looking for one-on-one, in-depth Writing Support, please select the University Writing Center.	
Staff Christine Tsai taing	
*How would you like to meet? X In Person Search by name	
You are seeing the meeting types available for this time slot.	
Would you like to share anything else? Add your comments here	
<input checked="" type="checkbox"/> Email Reminder Reminder will be sent to merry.touch01@student.csulb.edu	
<input checked="" type="checkbox"/> Text Message Reminder	
Phone Number for Text Reminder 5627467203	
<input type="button" value="Schedule"/>	



CANCEL APPOINTMENT

If you need to cancel, please do so **at least 3 hours before** your scheduled appointment time by doing the following:

1. Log into Single Sign On.
2. Click on “BeachConnect” chiclet.
3. Locate the appointment under “Calendar” or “Appointments.”
4. Click on the appointment you want to cancel.
5. Click on “Cancel Appointment.”



Tips & Hints

For more information about our services, please visit our “[about](#)” section on our homepage. Here you can learn about the following:

- Mission
- Our Team
- Information for students
- Information for faculty
- Writing Center News
- UWC Alumni

For more information about appointments and policies, please visit our “[appointment](#)” section in our homepage. Here you can review about the following:

- Preparing for your Zoom appointment with links to “how-to” videos
- What to bring to your appointment
- Policies regarding cancellations and no-shows
- And more...