Self-Scheduling Appointments On BeachConnect

Shakarian Student Success Center (SSSC), Room 245
Printable Map
(562) 985 - 5162
General Inquiries: UWC@csulb.edu
Zoom Room (open during business hours):
Current zoom link listed on website homepage

Hours of Operation for the Semester:
Monday – Thursday
In-Person Tutoring: 10am-5pm
Zoom Tutoring: 10am-8pm
Friday
Zoom Tutoring Only: 10am-3pm

Follow us on social media:
https://linktr.ee/CSULB_UWC
Important Reminders

- You can schedule an appointment up to two weeks in advance.
- You are limited to 2 appointments per week (they must be once a day).
- 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 age, click the “Get Assistance” button to make a writing tutoring appointment.
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”
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”
CHOOSE A MEETING TYPE

Scroll down and select how you want to meet. You can choose In Person or Online.
OPTIONAL: CHOOSE SPECIFIC STAFF

You have the option to scheduling an appointment with a specific tutor. To search for their availability, search for their name under staff. We recommend that you schedule appointments in advance, so that you are more likely to find a time that works with your schedule and the tutor's availability.
CHOOSE A LOCATION

Click on the drop-down menu and choose “University Writing Center (SSC-245).”
SELECT A DAY AND TIME

Choose the day and time that fits with your schedule.

<table>
<thead>
<tr>
<th>Time</th>
<th>Tue, Aug 17th</th>
<th>Wed, Aug 18th</th>
<th>Thu, Aug 19th</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 - 11:00 AM</td>
<td>11:00 - 12:00 PM</td>
<td>12:00 - 1:00 PM</td>
<td>1:00 - 2:00 PM</td>
</tr>
<tr>
<td>5:00 - 6:00 PM</td>
<td>6:00 - 7:00 PM</td>
<td>6:00 - 7:00 PM</td>
<td>6:00 - 7:00 PM</td>
</tr>
</tbody>
</table>
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.
CANCEL APPOINTMENT

If you need to cancel, please do so on your own 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.”

Note: You can also contact us (during business hours) prior to your appointment to have a front desk staff member cancel or reschedule the appointment for you.
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...
Tips & Hints

Check out our "resources" page for handouts, links, and infographics on a variety of topics! These resources can help you answer quick questions, or you can use them to improve on specific writing concerns.