# How to make an appointment with a Learning Center tutor

- Go to https://bsu.navigate.eab.com, or click "Navigate" on my.bsu.edu, or download the Navigate Student app.
- Click on "Appointments" on the left menu.
- Click on the "Schedule an Appointment" at the top right (the blue box).

**Learning Center** ➡️

What type of appointment would you like to schedule? *

⌄

**Choose your course/instructor** ➡️

Service *

⌄

**Choose TODAY's date (it will show you all available times for the next 6 days)** ➡️

Pick a Date ⓘ

December 20, 2024 ⌄

**Click Find Available Time** ➡️

Find Available Time

**You can choose a specific tutor, but you don't have to.** ➡️

Staff

Search by name ⌄

**Select In Person (North Quad 350) or Virtual (Zoom)** ➡️

How would you like to meet?

In Person ✕ ⌄

**Don't put anything here** ➡️

Location

Search by name ⌄

**Select your course that you would like a tutor for (this will be a list of the courses you are currently registered for). If this drop-down isn't available, that's okay! Just skip it.** ➡️

Course

Select course ⌄

If you cannot find availability, or you do not see your course listed, call 765-285-1006, or email learncenter@bsu.edu.

**Fri, Dec 20th**
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 | 7:00 - 8:00 PM

**Mon, Dec 23rd**
8:00 - 9:00 AM | 9:00 - 10:00 AM | 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 | 7:00 - 8:00 PM

**Tue, Dec 24th**
8:00 - 9:00 AM | 9:00 - 10:00 AM | 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 | 7:00 - 8:00 PM

**Wed, Dec 25th**
8:00 - 9:00 AM | 9:00 - 10:00 AM | 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 | 7:00 - 8:00 PM

**Thu, Dec 26th**
8:00 - 9:00 AM | 9:00 - 10:00 AM

**You'll see a variety of day and time options; click on the one that works for you.** ➡️

- **If you cannot find an available time**, under the section that says "Don't see anything that works for you?" click "Request Alternate Appointment Time." Select the class you need help with. Click "Request Time." In the "Add Your Availability" box, give us your days and times available as well as the name of your instructor and your section number. Click "Request." We will be in touch ASAP!

**You'll see the type of meeting you chose (in-person or virtual)** ➔

How would you like to meet? *

In Person ⌄

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

**Write comments for your tutor if you want to (you don't have to)** ➔

Email Reminder

☑

Reminder will be sent to test.registrar12@bsu.edu

Text Message Reminder

☑

**Check for email reminder and text message reminder and enter phone number for text message reminder (we won't spam you!)** ➔

Phone Number for Text Reminder

**CLICK SCHEDULE!!** ➔

Schedule

*If you have any questions, call 765-285-3780 or email learncenter@bsu.edu. We will put you on the waiting list if we cannot find a tutor for you right away.

**To cancel an appointment:**

Click "Appointments" from your home page. Under "Upcoming," click the appointment you wish to cancel. In the "Appointment Details" box, click "Cancel Appointment" at the bottom. In the "Cancel Appointment" box, select a reason and add any comments you would like. Click "Cancel Appointment" and you will see a confirmation screen that will say you have successfully cancelled your appointment.