

How to make an appointment with a tutor:

- 1) Login to your Handshake Account (joinhandshake.com) and go to the events tab along the top of the screen. In this events tab you will find all events hosted by Career Services and Student Success along with a few virtual career fairs and such.
- 2) All tutoring events will have the same naming scheme: subject – tutor name. Some introductory courses will also have class specific tutors, their event names will be the course title.

Ex: Math and Physics – Susie Smith

EX: MTH106 – Jason Lester

Ex: Writing – Louise Manchester

Select the tutoring event that fits your course needs and schedule and along the top right hit the register button. This event page will also give you the link needed to get into the tutor's virtual session. You can register for the event until one hour before the event is supposed to occur. If you are unable to attend for a tutoring event you registered for, be sure to un-register for that event. Attendance will be taken at the event.

- 3) Once registered, you will receive an email to your Northland Account with a survey asking a few questions about what your future session. This survey will help your tutor be as prepared as possible to help you with your questions. Please be sure to fill out this survey.
- 4) When the time and date has arrived for the session, go to the events tab, in Handshake, and along the right-hand side you will see all events you have registered for. Click that event and follow the video link in Microsoft Teams.

If you have questions, need some help registering for events, or are needing in person tutoring contact Megan McPeak at mmcpeak@northland.edu.

In my role as student success coordinator, I can help with many things, not limited to:

- Study Skills
- Notetaking
- Time Management
- Microsoft office (email, word, excel, powerpoint)
- Liaison between students and faculty