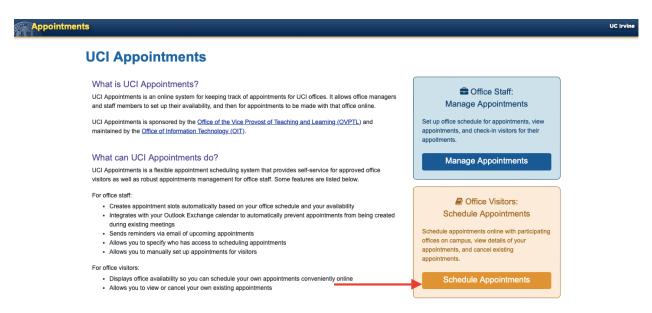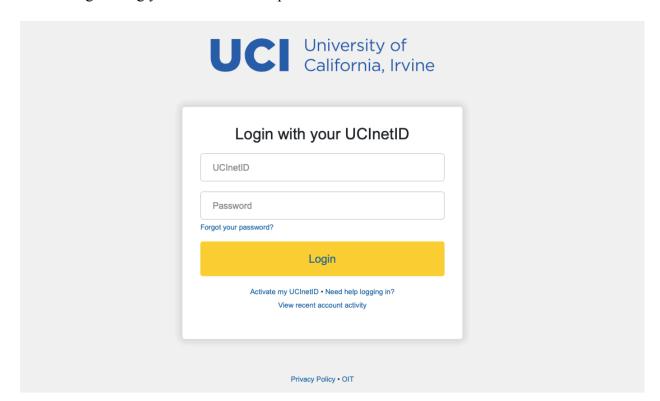# How to Make an Appointment with the ICS OAI Tutoring+ Program
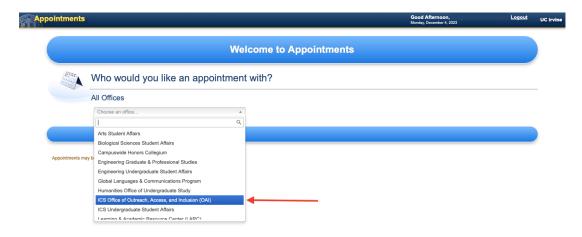
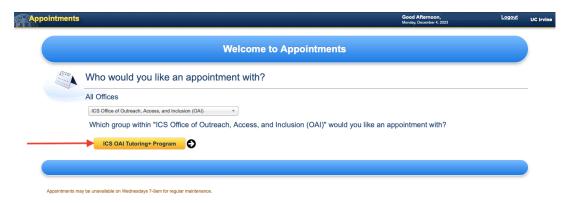1. Go to UCI Appointments and click on Schedule Appointments.
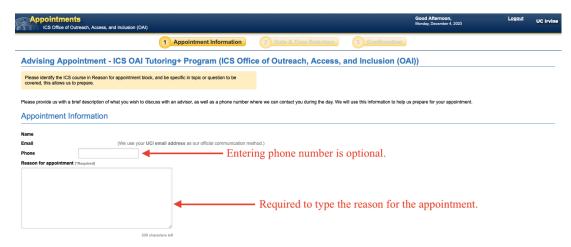

2. Login using your UCInetID and password.

3. Click the drop-down menu and select the ICS Office of Outreach, Access, and Inclusion (OAI).

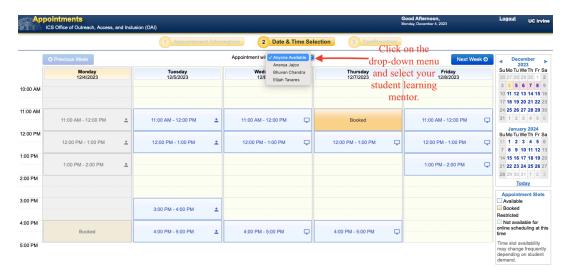4. Click on ICS OAI Tutoring+ Program.

5. Required to give a reason for the appointment. A more specific reason will help the student learning mentors better prepare for the appointment.
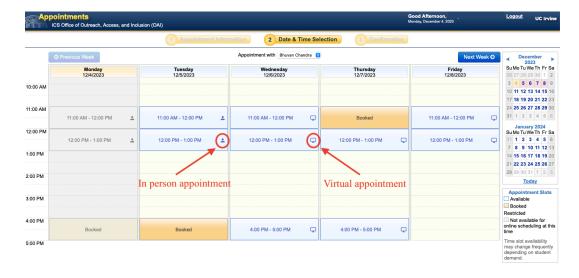
6. Required to select a student learning mentor and click continue. Remember the name of your student learning mentor because you will need it on the next screen.

Special Situations

REQUIRED: In order to provide you with excellent advising service and match you with an advisor who can best address your questions and concerns, please indicate if any of the following apply to your reason for making an appointment:

ICS 31 - Ananya, Bhuvan, Elijah
ICS 32 - Ananya, Bhuvan, Elijah
ICS 33 - Ananya, Bhuvan, Elijah
ICS 45C - Ananya, Bhuvan, Elijah   Required to select student learning
ICS 45J - Bhuvan   mentor that best fits your needs.
ICS 46 -- Ananya, Bhuvan
ICS 51 --Ananya, Bhuvan
ICS 6B -- Ananya, Bhuvan
ICS 6D- Ananya, Bhuvan

* If you do not fill out this section, and one of the listed situations applies to your appointment, you may end up meeting with an advisor that cannot fully address your questions and concerns.

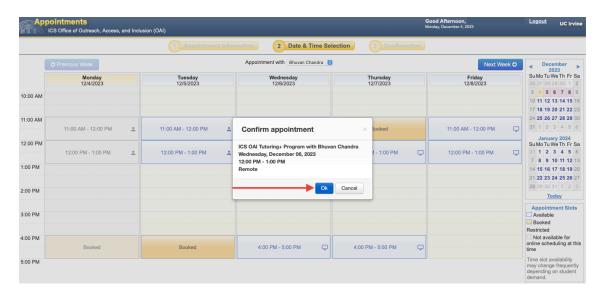[Continue]   ◄———————————— Click continue.

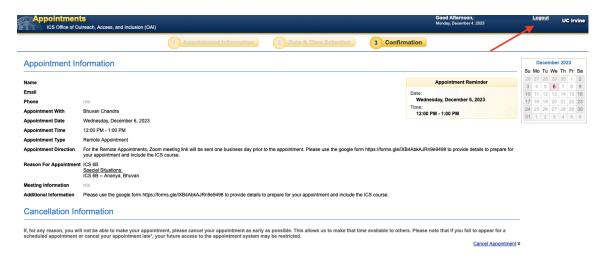7. Select the name of your student learning mentor from the drop-down menu.

8. Click on the time slot that works best for you. Please note some appointments are virtual and others are in person.

9. Click Ok to confirm your appointment.

10. Information about your appointment will be displayed. You can now logout from UCI appointments by clicking on logout.
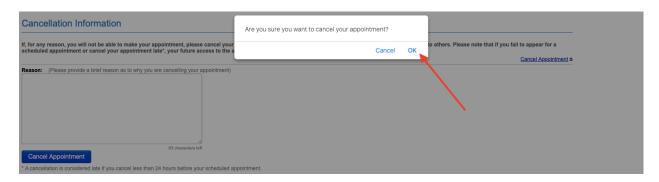
Did you make a mistake while choosing an appointment?

Click cancel appointment (1) and give a reason why you are cancelling the appointment. Then, click cancel appointment (2).

Click ok to confirm the cancellation. You will be required to make another appointment.

11. Please complete the google form to help your student learning mentor better prepare for your appointment.

    Google Form: ICS OAI Tutoring+ Program Form

What to expect after scheduling an appointment with the ICS OAI Tutoring+ Program.

Complete the ICS OAI Tutoring+ Program Form to help the student learning mentor prepare for the appointment. Receive an email confirmation from OAI with the date, time, and place of your appointment.