



# HOW TO SET UP AN APPOINTMENT

## CPP CONNECT

### STEP-BY-STEP GUIDE

HOW TO MAKE AN APPOINTMENT  
WITH AN EOP LEARNING STRATEGIST



**EOPLC Hours:**  
Monday - Thursday: 9:00am to 5:00pm  
Friday: 9:00am to 1:00pm

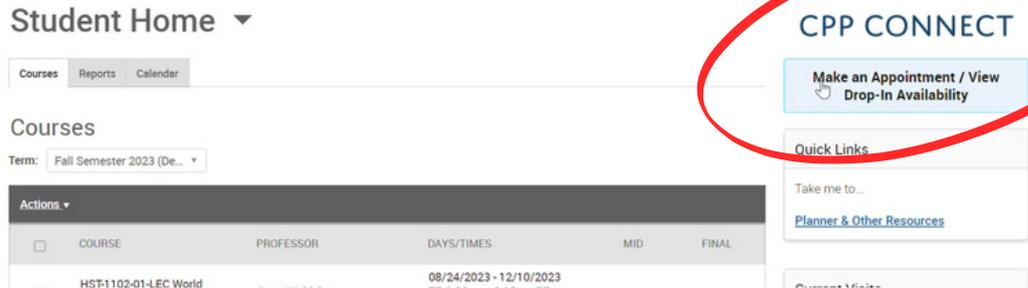


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## HOW TO SET UP AN APPOINTMENT WITH AN EOP LEARNING STRATEGIST

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- Log into [CPP Connect](#)
- On the “**Student Home**” page click on the “**Make an Appointment / View Drop-In Availability**” button.



2

- Use the drop-down menu to select the “**type of appointment**” you would like to schedule.
- For the EOP Learning Center, please select “**Tutoring and Learning Services.**”

### 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 to see available options for dropping in or requesting an appointment.

What type of appointment would you like to schedule? \*

- Advising
- Career Services
- Financial Aid and Scholarships
- Student Support
- Tutoring and Learning Services**

Find Available Time

### Other Options

- [View Drop-In Times](#)
- [Request an Appointment](#)
- [Meet With Your Success Team](#)

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- Select the “reason for your appointment” for the EOP Learning Center, please select “**EOPLC Writing & Presentations**” OR “**EOPLC STEM Tutoring**”
- **NOTE:** The EOPLC is part of “**Student Support & Equity Programs Tutoring**”

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 to see available options for dropping in or requesting an appointment.

What type of appointment would you like to schedule? \*

Tutoring and Learning Services

Choose a reason for your appointment from the following options. \*

- Learning Resource Center - Writing Center
- LRC Non-Enrolled Course
- LRC Professional Writing
- LRC Thesis Tutoring
- LRC Tutoring
- Student Support & Equity Programs Tutoring**
- EOPLC Writing & Presentations Tutoring

- [View Drop-In Times](#)
- [Request an Appointment](#)
- [Meet With Your Success Team](#)

Visit <https://www.cpp.edu/studentssuccess/cppconnect/index.shtml> for CPP Connect Guide and for any issues logging onto CPP Connect.

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- Pick a date
- Select **“Find Available Time”**

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 to see available options for dropping in or requesting an appointment.

What type of appointment would you like to schedule? \*  
Tutoring and Learning Services

Choose a reason for your appointment from the following options. \*  
EOPLC Writing & Presentations Tutoring

Pick a Date  
October 13, 2023

**Find Available Time**

Other Options

- [View Drop-In Times](#)
- [Request an Appointment](#)
- [Meet With Your Success Team](#)

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New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?  
Tutoring and Learning Services

Choose a reason for your appointment from the following options.  
EOPLC Writing & Presentations Tutoring

Pick a Date  
October 2023 < 13 >  
S M T W T F S

TUTORING AND LEARNING SERVICES EOPLC WRITING & PRESENTATIONS TUTORING

Student Support & Equity Programs Tutoring

AS BR GF 3 People

[View individual availabilities](#)

Mon, Oct 16th

9:00 - 10:00 AM 10:00 - 11:00 AM 3:00 - 4:00 PM 4:00 - 5:00 PM

Wed, Oct 18th

All times listed are in local browser timezone.

- After selecting your date, a variety of options should appear including tutors/EOP Learning Strategist’s availabilities (if they overlap with your availability based on your class schedule)
- **NOTE:** If you do not see a tutor/Learning Strategist, it may be that they are working when you are in class. In other words, your schedules may not align.

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- You can search by time/date or you can search by **“Staff”**
- Once you have selected the person you are meeting with, select if you would like to **meet in-person at the EOPLC or virtually on zoom.**
- Then select the **time and date** for your appointment.

22 23 24 25 26 27 28  
29 30 31

Staff  
Gladys Franco

How would you like to meet?  
Search by type  
**In-Person Meeting**  
Virtual Meeting  
Search by name

Course  
Select course

Mon, Oct 23rd  
3:00 - 4:00 PM

Tue, Oct 24th  
10:00 - 11:00 AM 11:00 - 12:00 PM

Wed, Oct 25th  
3:00 - 4:00 PM

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- Review your **appointment details**.
- Write down the **date** and **time** of your appointment and read through **details**.
- **NOTE:** If you are meeting **virtually** via zoom with a Learning Strategist/tutor, you will find their **zoom link** on this confirmation page.

## Review Appointment Details and Confirm

What type of appointment would you like to schedule?  
Tutoring and Learning Services

Choose a reason for your appointment from the following options.  
EOPLC Writing & Presentations Tutoring

**Date**  
10/16/2023

**Time**  
3:00 PM - 4:00 PM

Choose an office, center, faculty department, or program.  
Student Support & Equity Programs Tutoring

**Staff**  
Gladys Franco

**Details**  
Thank you for making an appointment with EOP Learning Strategist, Gladys Franco.

All times listed are in local browser

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- Make sure to add **notes/comments** before confirming your appointment. This helps the Learning Strategist/Tutor know what to expect during your session.
- Lastly, select if you would like a **text and/or email reminder**.
- If everything looks correct, select **“Schedule.”**

How would you like to meet? \*

In-Person Meeting

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to brualcaba@cpp.edu

Text Message Reminder

**Schedule**

[Dashboard](#)

Success!

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Success, you've created your appointment!

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