

UWC @ CSULB



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

In-person & Zoom Tutoring: 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 or reschedule the appointment. You can do this on your own or reach out to us before your appointment.
- ✓ 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).

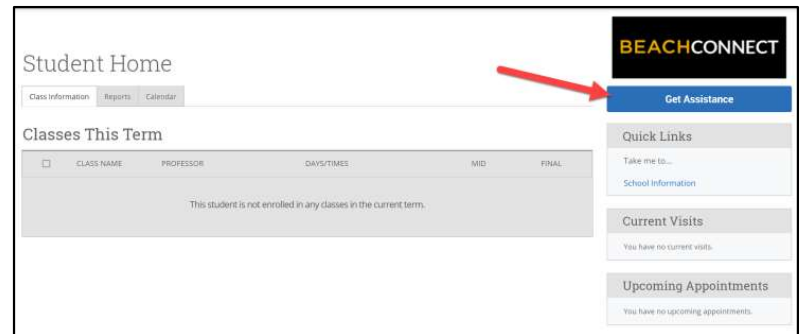
Click on the “**BeachConnect**” button from the list of apps.





Get Assistance

On the far right, top of the page, 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”**

The screenshot shows a web form titled "New Appointment". Below the title is the question "What can we help you find?". A paragraph of text explains that users will find available options for scheduling an appointment and suggests trying other options if the current one is not found. Below this is a dropdown menu with the question "*What type of appointment would you like to schedule?". The dropdown is open, showing three options: "Academic Advising", "Career Counseling", and "Writing Support". The "Writing Support" option is selected, indicated by a blue radio button and a red rectangular highlight around the option text.



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”**

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CHOOSE A MEETING TYPE

Scroll down and select how you want to meet. You can choose **In Person or Online.**

The screenshot shows a meeting scheduling interface. On the left, there is a 'Staff' section with a search bar labeled 'Search by name'. Below it, a section titled 'How would you like to meet?' is highlighted with a red border. This section contains another search bar labeled 'Search by name' and two radio button options: 'In Person' and 'Online'. The 'In Person' option is currently selected. To the right of the 'How would you like to meet?' section, there are time slot buttons for '5:00 - 6:00 PM' and '6:00 - 7:00 PM'. Below these, a date selector shows 'Fri, Aug 20th'. At the bottom, there are more time slot buttons: '10:00 - 11:00 AM', '11:00 - 12:00 PM', '12:00 - 1:00 PM', and '1:00 - 2:00 PM', followed by '5:00 - 6:00 PM' and '6:00 - 7:00 PM'.



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.

A screenshot of a scheduling interface. On the left, there is a 'Staff' section with a search box labeled 'Search by name' and a dropdown arrow. Below it, a red-bordered box highlights a section titled 'How would you like to meet?' which contains another search box labeled 'Search by name' and two radio button options: 'In Person' and 'Online'. On the right side of the interface, there are time slot buttons for '5:00 - 6:00 PM' and '6:00 - 7:00 PM' at the top, and a date selector for 'Fri, Aug 20th'. Below the date, there are more time slot buttons: '10:00 - 11:00 AM', '11:00 - 12:00 PM', '12:00 - 1:00 PM', and '1:00 - 2:00 PM' in the first row, and '5:00 - 6:00 PM' and '6:00 - 7:00 PM' in the second row.



CHOOSE A LOCATION

Click on the drop-down menu and choose “**University Writing Center (SSC-245).**”

How would you like to meet?

× In Person × Search by name ↓

Location

| Search by name ^

University Writing Center (SSC-245)



SELECT A DAY AND TIME

Choose the day and time that fits with your schedule.

Tue, Aug 17th						
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					
Wed, Aug 18th						
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					
Thu, Aug 19th						
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					



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.

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Service
Writing Support
Writing Support

Date Time
11:00 AM - 12:00 PM
08/20/2021

Location
University Writing Center (SSC-245)
The UWC offers Writing tutoring services and workshops for currently enrolled undergraduate and graduate students. If you are looking for one-on-one, in-depth Writing Support, please select the University Writing Center.

Staff
Christine Tsai taing

How would you like to meet?
 Search by name

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

Would you like to share anything else?

Email Reminder
Reminder will be sent to merry.touch01@student.csulb.edu

Text Message Reminder

Phone Number for Text Reminder



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.

You can learn about the following:

- Mission Statement
- Our Team
- Information for students
- Information for faculty
- Workshops
- 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.

CSULB Home > Home > Resources

Resources

Find helpful resources below on a variety of writing topics and concerns.

Essay Writing

Handouts	Infographics
What is a thesis statement? (PDF)	
Creating Two-Part Thesis Statements (PDF)	
	Types of Thesis Statements (PDF)

Grammar & Mechanics

[Articles \(PDF\)](#)