Thank you for contacting the Vulcan Materials Academic Success Center about scheduling a tutoring appointment! Peer tutoring provides course-specific academic support to UAB undergraduate students. Our tutors are undergraduate students who have excelled in the course in which they tutor. They have been trained to facilitate discussions on course content, study skills and strong academic habits. Tutoring is offered in both one-on-one and group sessions. Please follow the instructions below in order to sign up for a tutoring session.

**How to Schedule a Tutoring Appointment via MYTUTOR**

1. Go to the UAB VMASC homepage [www.uab.edu/success](http://www.uab.edu/success)
2. Click the **MyTutor Login** tab on the right side.
3. Login using your BlazerID and Password.
4. You should then see the **MyTutor Main Menu**.
5. Click **Search Availability** on the left side.
6. Click the dropdown box below **Center:** and select **VMASC**.
7. Click the **Section/Reason** drop down boxes and select the subject/class for which you would like tutoring.
8. Click **Search**.
9. You should then see a calendar with timeslots for tutoring availability.

10. Click the timeslot below the day of the week in which you would like to schedule an appointment.
11. Click **Save**.
12. You should receive an email confirming your appointment.

### How to Cancel a Tutoring Appointment via MYTUTOR

If you miss three appointments in a single term, then you will be unable to schedule any further appointments. Canceling an appointment within the hour of the scheduled appointment is considered a missed appointment.

**IF YOU NEED TO CANCEL AN APPOINTMENT PLEASE DO SO BY 10PM THE NIGHT BEFORE THE APPOINTMENT!**

Appointments can be canceled by logging into MyTutor where you will see a list of your upcoming appointments on your Main Menu. Click the (X) next to the appointment you would like to cancel and your appointment will be canceled.