

How to make a Reading and Writing Consultation Appointment

1. First, check either the Reading and Writing Consultant schedule for Brentwood or Pittsburg available on our web page: www.losmedanos.edu/core/index.aspx and on our Canvas page to see if a Consultant is available either online only or in person/online.
 - a. Online only appointments denoted in red font on the schedule.
 - b. In-person and online denoted in blue font on the schedule.
 - c. Monday and Friday consultation appointments are ONLINE only!
2. On the Consultation Canvas, page click “Live Online Zoom or In-person Consultations.”
3. Click on the Calendar Icon in the far- left **grey** margin
4. This will take you to a calendar; click on the “Find Appointment” button on the right-hand side.
5. Select Course: Choose “**Reading and Writing Consultants.**” Submit.
6. Open appointments will appear in bold. Click on the date and time that works for you. Please enter you name and the class for which you are seeking assistance in the **COMMENTS** box

When clicking on an appointment, a window appears with location and important information.

The **Location** will tell you if it is

- a. Online via Zoom only
- b. In-person Pittsburg & Online via Zoom
- c. In-Person Brentwood & Online via Zoom

7. Details: The Details box provides information for online only appointments and in-person & online in either **Pittsburg or Brentwood.**

NEED HELP? We are here for you.

You can stop by the Center, email or call us.

*** In-person support: please stop by the Center for Academic Support Tuesday through Thursday in room CO 300**

*** EMAIL: centerforacademicsupport@losmedanos.edu**

*** PHONE: 925-473-7590 or 925-473-7591**