Office of Graduate Studies

Scheduling an Appointment with a Graduate Learning Specialist

The Graduate Learning Specialists (GLS) program provides free tutoring/academic coaching, one-on-one, to all graduate students at CSU Fullerton, in writing, class presentations, resumes and applications, literature reviews, term papers, research, and statistics. Managed by the Office of Graduate Studies, the tutoring takes place in the Graduate Student Success Center (Pollak Library South, room PLS 365) or by distance (online or phone). You can make an appointment or Drop-In.

The Graduate Learning Specialists are experienced and trained in graduate-level academics. You can learn more about them while making an appointment, or by visiting www.fullerton.edu/graduate/gls.php When you make an appointment, you’ll need to choose which GLS to see.

Please note:

- You may make only one appointment per week.
- Appointments are 30 minutes (with certain exceptions). Your session can be extended, if the GLS is free after your appointment. Or, you can return for Drop-in later.
- Please respect the system. Abuses (missed appointments, etc.) will cause repercussions.

A. How to Make an Appointment: (for Drop-In, please see below for further instructions)

1. Visit our website: http://www.fullerton.edu/graduate
   - Click on the Student Success Center tab on the top of page
   - Click on the Academic Assistance link on the left of page (under Our Services)
   - Click on the “Book appointment” link button.

2. Next, choose which service you wish, or if a Specialized Population applies:

Choose the area for Tutoring/Coaching:
Writing and Other Academic Skills
Statistics

Specialized Populations:
THESIS WRITERS
PROBATION STUDENTS
DSS
INTERNATIONAL Students
3. Now, you will choose which GLS to work with. You’ll see their available days and times when clicking on their name.

For example, if you choose Dr. Elizabeth Suarez....

....then you’ll see Dr. Suárez’s available days and times.

4. Choose your preferred day and time by clicking on the calendar’s day you wish (it’ll be bolded). Then, choose the time from the available time slots.
5. Now, you need to type in your name and details. You must enter your CWID and CSU Fullerton student email account.

6. Next, click on “I agree to the cancellation policy.” Cancellation Policy: You must cancel the appointment exactly 24 hours before the time of the appointment. Otherwise the system will not let you cancel the appointment. Please keep your appointments, so that we can serve other students efficiently.

7. Finally, click on Book My Appointment. Your scheduled appointment is confirmed!

For technical assistance with making an appointment, call or visit the Graduate Student Success Center—see below

B. Drop-In: The GLS’s allow for Drop-In at the Graduate Student Success Center (GSSC) PLS-365. You can even make a “same day appointment” by visiting the Center early in the day (before appointments begin).

Graduate Student Success Center (GSSC)  For questions about the GLS program, contact:
Pollak Library South, Room 365 (PLS-365)  Rigo Hernandez (rihernandez@fullerton.edu) or
Phone: (657) 278-3374  Katherine Powers (kpowers@fullerton.edu)  Email: gssc@fullerton.edu