

To schedule tutoring or writing appointments:

1. Log into my.nicholls.edu
2. Click on Grades First (Found by clicking the “MyNichollsExperience” tab, upper left “Main Menu” tab, “Academics” drop down menu.)
3. Click on “Get Tutoring or Writing Assistance” in the upper right.
4. Under “Select a Tutoring Service” choose “Tutoring or Writing Appointment.”
5. Under “Choose from the following options and click Next” click the course you need assistance in, then click Next.
6. Under “What location do you prefer?” click “Tutoring and Writing Center.”
7. For the section “Which tutor?” you must click in the box then the names of the tutors that tutor the subject you chose will appear. You must click on one of the names. Then click Next.
8. The dates and times will show up that are available in blue. You must choose “Morning or Afternoon” then choose the time you want, then click Next.
9. Your “Appointment Details” will then appear. In the comments section type what you want to work on during the session. Also, click “Send Me an Email” and you will receive a reminder at your nicholls email address.
10. Then click “Confirm Appointment”