

Please log in to continue.

Username:
Password:

What is my username?

Your **Username** (or Login ID) is generated by the HANK system and used by all other systems on campus. This is usually your first initial, middle initial, and last name, followed by a number (if necessary) to create a unique ID. Your login name can be changed by the Office of Registration and Records, if necessary due to a name change or misspelling.

[Click here to find your username.](#)

What is my password?

Your password is used for all online and network tools. Your password is initially the 4-digit month and day (not year) of your birth, i.e. if your birthday is January 7 your password would be 0107. You will be required to change your password the first time you log in.

First-time users who do not know their password should [activate your new account](#).

Returning users who do not know their password should [reset a forgotten password](#).

What is my HANK ID?

Your **HANK ID** is your Student/Employee ID number as stored in the HANK system. Students can get their HANK ID from their instructor, as it is printed on all class rosters, or contact the Office of Registration and Records.

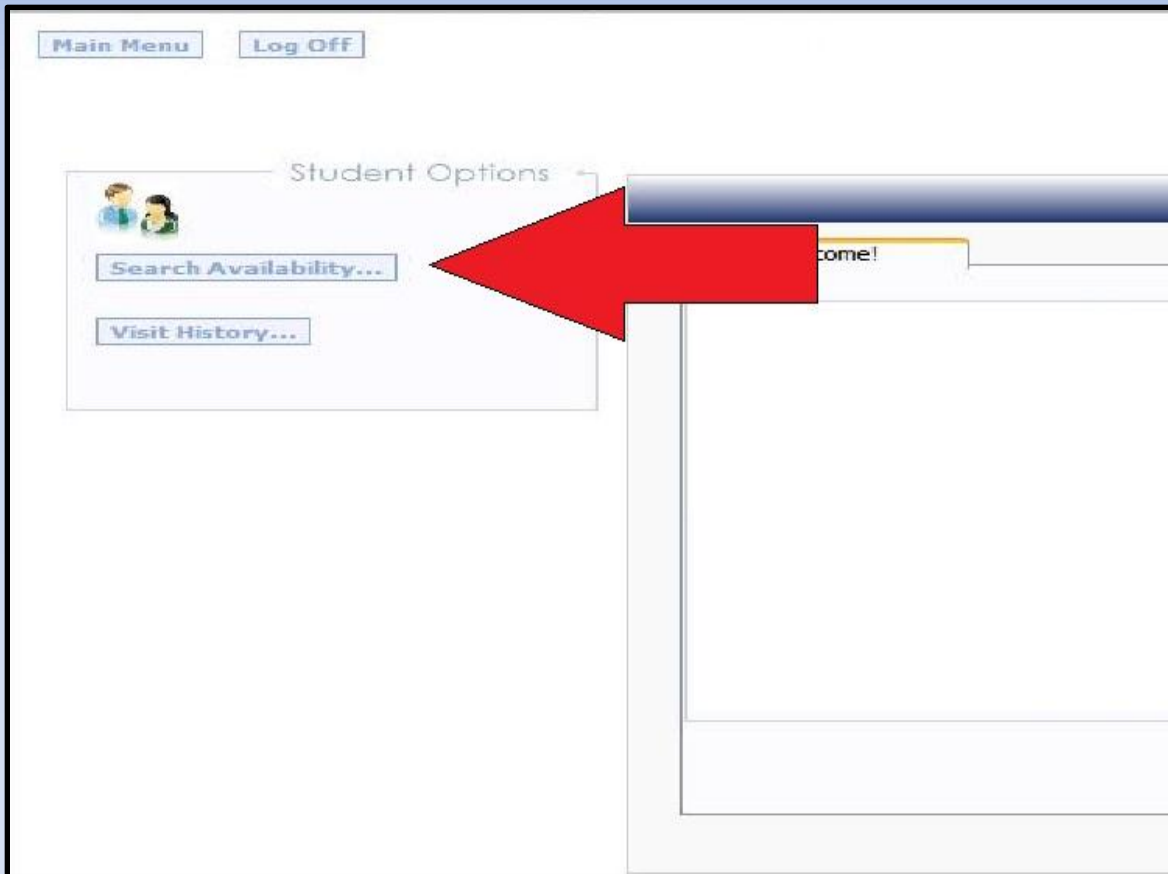
I need more help!

To contact the Help Desk or get more information, please visit <https://dvc.hfcc.net/passwords>

Step 1

Log in, using your **WebAdvisor** user name and password.

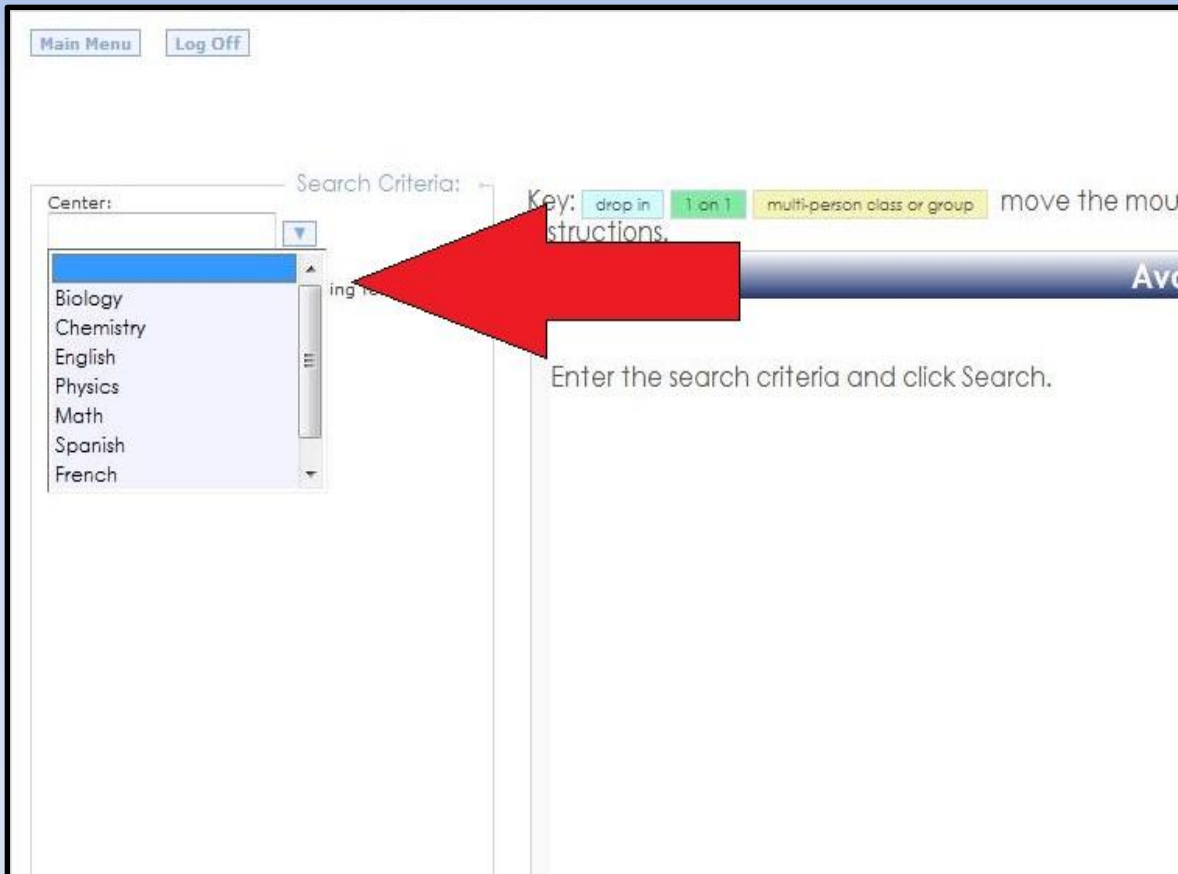




Step 2

Select the “Search Availability” option.





Step 3

Select the center you want tutoring in.



Math

Consultant:

Section:

Reason:

Location:

From: 12/06/2013

To: 12/20/2013

Time: 0:00a to 11:59p

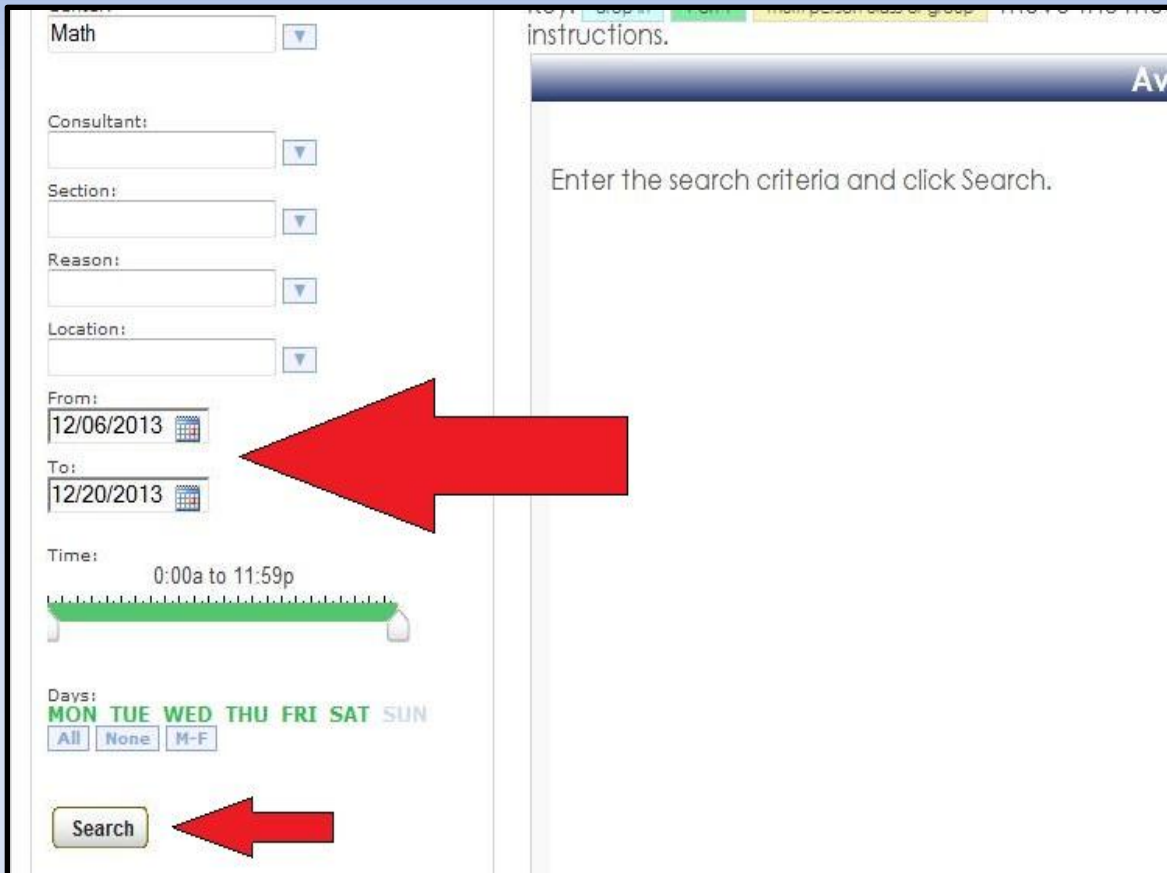
Days: MON TUE WED THU FRI SAT SUN
All None M-F

Search

instructions.

Av

Enter the search criteria and click Search.

A screenshot of a web-based search interface. On the left side, there are several dropdown menus for 'Math', 'Consultant', 'Section', 'Reason', and 'Location'. Below these are date pickers for 'From' (12/06/2013) and 'To' (12/20/2013), a time range slider set to '0:00a to 11:59p', and a 'Days' section with radio buttons for 'All', 'None', and 'M-F'. At the bottom left is a 'Search' button. A large red arrow points from the right towards the date range, and a smaller red arrow points from the right towards the 'Search' button. On the right side of the interface, there is a header 'Av' and a text area containing the instruction 'Enter the search criteria and click Search.'

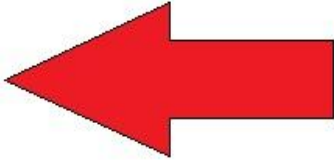
Step 4

Select a date range, and select “Search”.



Available Time Slots:

| Sat 12/7/2013 | Mon 12/9/2013 | Thu 12/12/2013 |
|---|--|--|
| <p>Hussein</p> <ul style="list-style-type: none"> 11:00 AM - 11:25 AM 11:30 AM - 11:55 AM 12:00 PM - 12:25 PM 12:30 PM - 12:55 PM 1:00 PM - 1:25 PM 1:30 PM - 1:55 PM | <p>Hussein</p> <ul style="list-style-type: none"> 5:00 PM - 5:25 PM 5:30 PM - 5:55 PM 6:00 PM - 6:25 PM 6:30 PM - 6:55 PM 7:00 PM - 7:25 PM | <p>Raquel</p> <ul style="list-style-type: none"> 1:00 PM - 1:25 PM 1:30 PM - 1:55 PM 2:00 PM - 2:25 PM 2:30 PM - 2:55 PM |
| <p>Raquel</p> <ul style="list-style-type: none"> 11:00 AM - 11:25 AM 11:30 AM - 11:55 AM 12:00 PM - 12:25 PM 12:30 PM - 12:55 PM 1:00 PM - 1:25 PM | <p>Maha</p> <ul style="list-style-type: none"> 5:00 PM - 5:25 PM 5:30 PM - 5:55 PM 6:00 PM - 6:25 PM 6:30 PM - 6:55 PM 7:00 PM - 7:25 PM | |
| | <p>Nour</p> <ul style="list-style-type: none"> 11:30 AM - 11:55 AM 12:00 PM - 12:25 PM 12:30 PM - 12:55 PM | |



Step 5

Select a day and time when you want to come in for tutoring.



Appointments Entry

Student: _____ Staff: _____

Appointment Info

Center: **Math** Location: **Math Lab LRC-200A**

Subject: _____

Date: **BIO-131 25 1303** ← Time: **11:30 AM** To: **11:55 AM**

HPE-142 71 1303 ←

MATH-115 01 1303 ←

Notes: _____

Created 00/00/ Modified 00/00/

Save ←

11:30 AM - 11:55 AM

Step 6

Select which subject you are requesting tutoring for, and select "Save".



Appointments Entry

Student: Samia Chahine
000456905

Staff: Nour Baalbaki

Appointment Info

Center: Math Math Lab LRC-200A


Subject: MATH-115.01.1303

Date: 12/9/2013 Time: 11:30 AM To: 11:55 AM

Notes:

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Now processing request to save,
please hold...



Step 7

Wait a moment while the system saves your request.

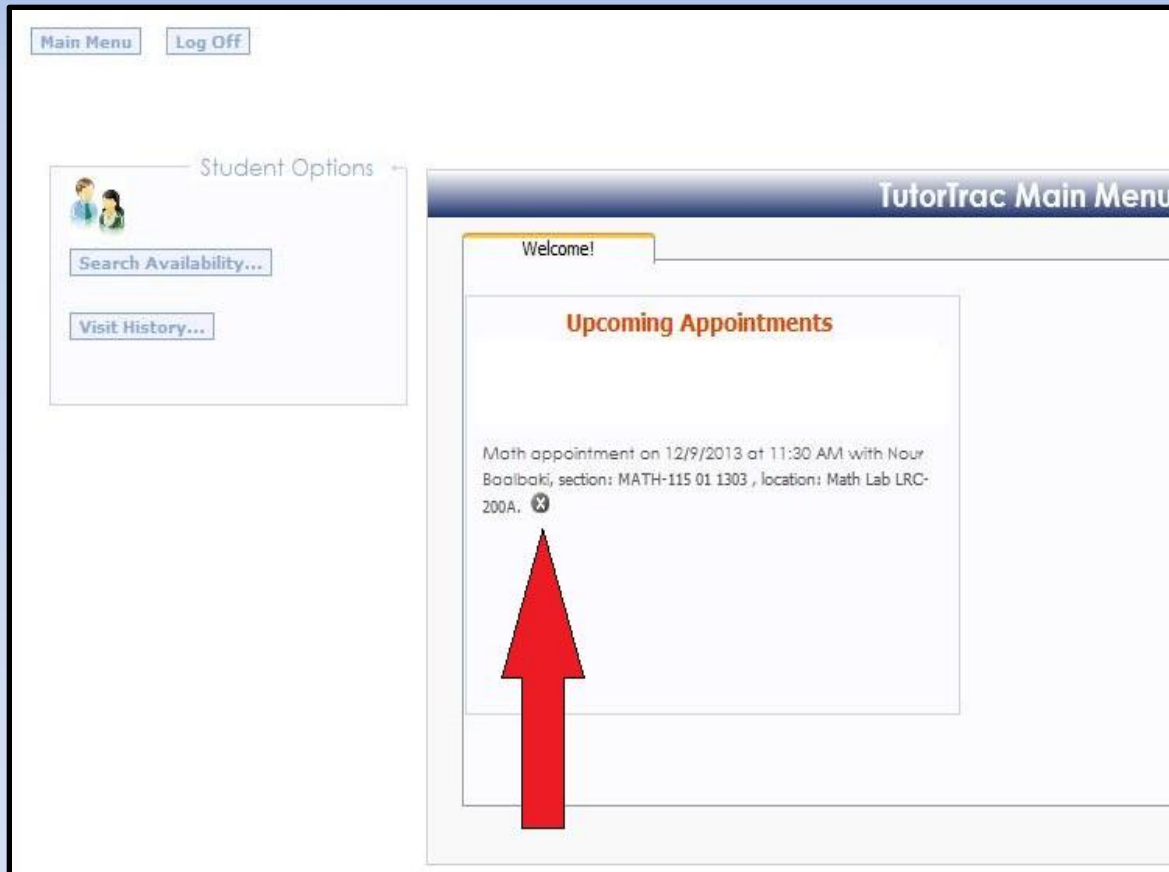


The screenshot shows a web application interface. At the top left, there are two buttons: "Main Menu" and "Log Off". A large red arrow points upwards from the bottom towards the "Main Menu" button. Below the buttons is a "Search Criteria:" section with several dropdown menus. To the right of the search criteria, there is a "Key:" section with a "drop in" button, a "1 on 1" button, and a "multi-person class or group" button. Below this is a "move the mouse" instruction. The main content area displays a schedule for two dates: "Sat 12/7/2013" and "Mon 12/9/2013". The schedule is organized into columns for "Hussein" and "Raquel" on Saturday, and "Hussein" and "Maha" on Monday. Each name has a list of time slots in green boxes. For example, Hussein on Saturday has slots from 11:00 AM to 1:55 PM. Maha on Monday has a slot from 5:00 PM to 7:25 PM.

Step 8

Select "Main Menu" to go back to your home screen.

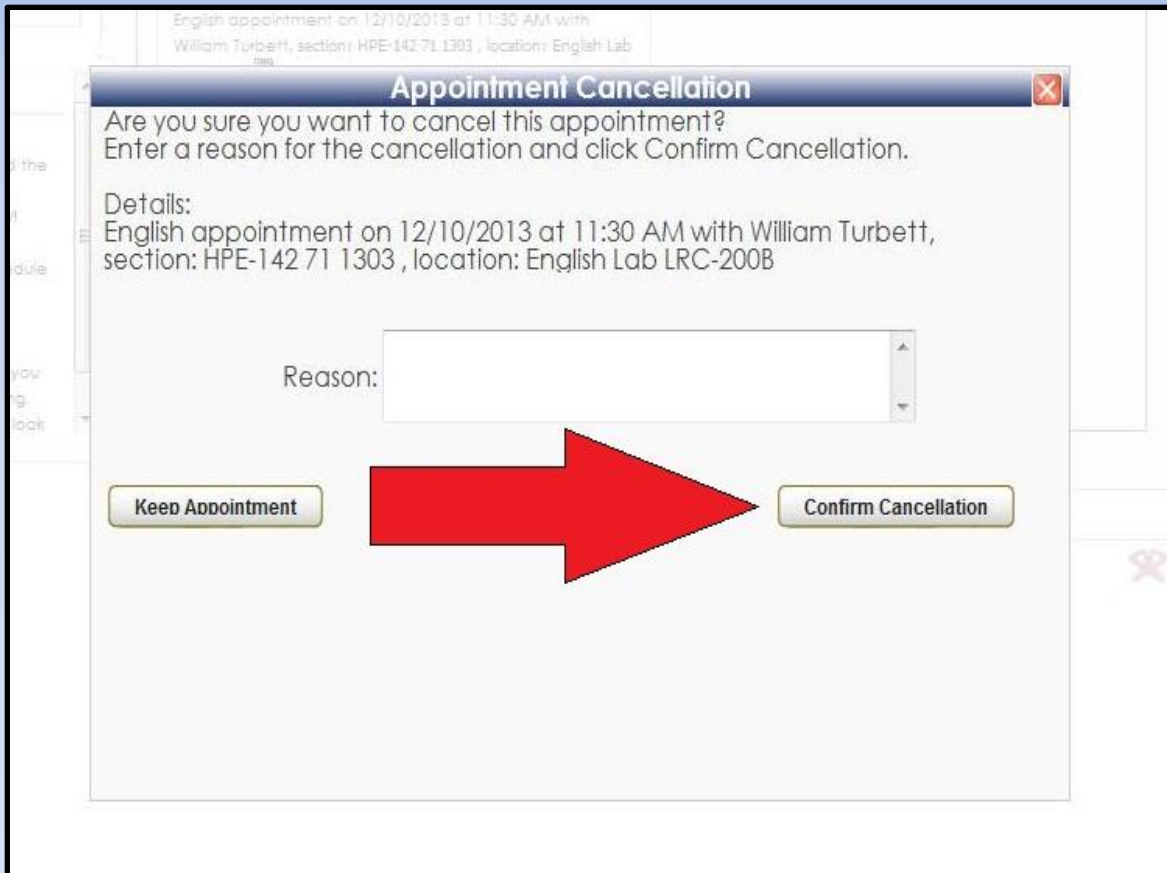




Step 9

All of your scheduled appointments will be listed. To **cancel** an appointment, select the "x" next to it.





Step 10

Select "Confirm Cancellation".



Tutoring Rules

Appointment Rules

- No same-day appointments. You may drop-in and work with an available tutor instead.
 - You may not make an appointment further out than 14 days in advance.
 - You may not schedule more than 2 appointments in a 7 day period.
 - Failure to attend or cancel a scheduled appointment may result in a loss of appointment privileges.
 - Appointments may not be available during the first few weeks of the semester, due to scheduling issues. However, you may drop-in during that time to see an available tutor.
- **You must check in at the front desk for tutoring (Even if you have an appointment). Provide the clerk with your student ID, and let them know you are here for tutoring. You must also check out at the front desk after your tutoring session. This is the same rule for drop-in tutoring.**
 - Tutors will not help you work on graded assignments, essays, or labs.
 - Tutors will help you with assignment clarification, understanding formulas and concepts, and grammar.
 - Come prepared by bringing assignments, instructions, lecture notes, questions you have for the tutor, and a goal in mind for the tutoring session.
- All tutoring is located in the Learning Lab, in the second level of the Student Success Center (across from the College Store).*



Questions?

Contact the Learning Lab @

313-845-9643

or

learninglab@hfcc.edu

