

HOW TO SCHEDULE AN APPOINTMENT

Click on any of the “Schedule a Tutoring Appointment” links on our website or go to <https://utah.craniumcafe.com/group/learning-center-tutoring/scheduler>.

DATE RANGE

Select the week date range you would like your appointment. You will not actually select a date in this portion.

SELECT A MEETING DATE

COURSE CODE

All of the courses supported by the Learning Center that have available hours will appear in this section. When you hover over a course code it will display the course name as well. You can also view a [complete list of courses](#) supported by the Learning Center. If you do not see the course you are looking for, email LearningCenter@utah.edu or call 801-581-5153 to see if we can meet your needs.

SELECT A REASON FOR MEETING

BIOL 1610
(60 minute meeting)

BIOL 1620
(60 minute meeting)

Fundamental Principles of Biology II:
Evolution, Ecology and Physiology

MEETING TYPE

Tutoring appointments can be held either over the phone or through a video meeting.

SELECT A MEETING LOCATION

Telephone Meeting

Video Meeting

MEETING DATE

Here you will be able to select the date you would like your tutoring appointment to take place.

SELECT A MEETING DATE

Tuesday, 06/16/2020

Wednesday, 06/17/2020

Thursday, 06/18/2020

Friday, 06/19/2020

Saturday, 06/20/2020

MEETING TIME

Select the time you would like your appointment to be. The recommended time slots will appear first. You can select "Show More..." to see the rest of the available time slots for that date.

RECOMMENDED TIME SLOTS

Wednesday, 06/17/2020

→ 10:00 AM to 11:00 AM

with [Cameron Mercer](#)

→ 4:00 PM to 5:00 PM

with [Cameron Mercer](#)

Show More...

ALL TIME SLOTS

Wednesday, 06/17/2020

→ 10:00 AM to 11:00 AM

with [Cameron Mercer](#)

→ 11:00 AM to 12:00 PM

with [Cameron Mercer](#)

→ 12:00 PM to 1:00 PM

with [Cameron Mercer](#)

→ 1:00 PM to 2:00 PM

with [Cameron Mercer](#)

→ 2:00 PM to 3:00 PM

with [Cameron Mercer](#)

→ 3:00 PM to 4:00 PM

with [Cameron Mercer](#)

→ 4:00 PM to 5:00 PM

with [Cameron Mercer](#)

Show Less

INTAKE FORM

You will be required to fill out the intake form to the best of your ability. Include as much detail as possible so our tutors can best prepare for your appointment. You may choose to upload a document if you feel it would benefit your tutor.

Staff Member: Cameron Mercer
When: Tuesday, 06/16/2020 3:00 PM to 4:00 PM
Where: (Video Meeting)
Why: BIOL 1620

Preferred Name and Pronouns *

Order ID Number or Free Tutoring Code *

Enter the order id number found in your purchase confirmation email or enter a free tutoring code from 3 Free, \$5 After promotion or the tutoring scholarship.

Meeting Topic *

What specific topics would you like to discuss during your tutoring session? Please give as much detail as possible so your tutor can adequately prepare.

Phone Number *

Enter your phone number in case we need to contact you.

By checking this box, you acknowledge you have read and agreed to the Learning Center policies posted on our website.

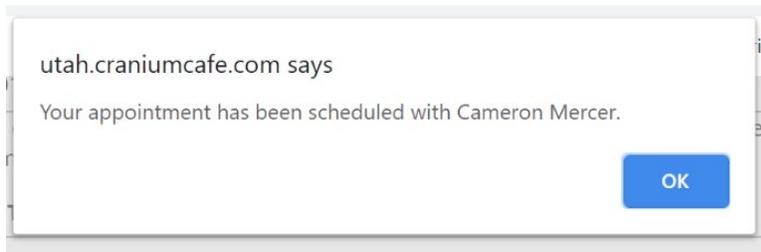
*

If you have any documents you think would be beneficial for your tutor to have (example problems, assignment prompts, writing drafts, syllabus, etc.), upload those documents here.

When you have filled out the form, select "Schedule Appointment".

YOUR APPOINTMENT IS SCHEDULED!

A small pop-up window will appear when you have successfully scheduled your tutoring appointment.



EMAIL CONFIRMATION

You will receive an email confirmation with your meeting details. If you scheduled a video meeting, the email will include the link to join the meeting. There is also information regarding rescheduling or cancelling your meeting. It is recommended to test your audio and video equipment before your tutoring appointment to ensure the meeting can run smoothly.

Appointment Scheduled

Hello CASEY HOEKSTRA,

You just created a cafe meeting with Cameron Mercer starting at Jun 16, 2020 3:00 PM and ending at 4:00 PM MDT.

Learning Center: Learning Center Tutoring
Location: Video Meeting
Meeting topic: Meeting with CASEY HOEKSTRA

When it's time to join the meeting, use this link: <https://utah.craniumcafe.com/cameronmercerc/cafe?m=MTY0MDY1OC0xMjk3NDU2>

[Click Here to Reschedule this Meeting](#)

[Click Here to Cancel this Meeting](#)

Thank you for using ConexED!

If you have any questions on how to schedule an appointment, please email LearningCenter@utah.edu or call 801-581-5153.