

How to Schedule a Learning Center Tutoring Appointment

1. Visit learningcenter.utah.edu and click *Schedule a Tutoring Appointment*.
2. Log into Penji using your uNID and CIS password.
3. Choose a 30-minute or 60-minute appointment.
4. The classes you are currently enrolled in will show. Select the course you would like support in.
5. Available times will appear in boxes with blue borders. You can choose to view specific locations (in-person or online) by selecting *Filter by Location* on the top.
6. Select the tutor you would like to meet with. You can view their major and a short bio by clicking on the tutor.
7. Include a short description of what specifically you want to cover during the tutoring appointment. Example: If you are scheduling an appointment for MATH 1050, do not just write *Math 1050* or *chapter 2*. Instead include the specific topics you want to cover like *Graphs of Polynomials* or *Quadratic Functions*.
8. Once you have filled everything out, click *Complete*. You will receive a confirmation email to your Umail.

