

How to Schedule a Tutoring Appointment



# Good things to know:

1. Peer tutoring is available for in-person undergraduate programs.

*\*We do not provide tutoring for writing or language courses*

1. You must schedule at least 24 hours in advance.
2. You may only schedule up to 3 weeks in advance.
3. You can have up to 3 appointments scheduled at one time.
4. You cannot have more than 2 appointments for the same subject in the same week.

*\*Example: you could have two physics appointments and a biology appointment scheduled in the****same week****, but not three physics appointments. You could book three physics appointments if they were in****different weeks.***

# To schedule:

* Go to[: upenn.traccloud.com](https://upenn.traccloud.com/trac/entryinc.php?tbl=main&form=dashboard&recNum=1&recNums=~LA&shoutbox=WW91IGhhdmUgYmVlbiBsb2dnZWQgYmFjayBpbg) & Penn Authenticate
* On homepage, see box that says “Schedule a Tutoring Appointment”
* Select “First available” or “Select Date”
* Select the course for which you would like tutoring support and click “Search”
* Select the box for the desired appointment, review the information, leave a note or upload a document & click “Confirm”
* Don’t see what you need? Click the box to fill out a report!

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| **Format** |
| **Drop-in** | These times can’t be booked, any student can just show up at the designated time and get help.  |
| **Workshop** | Large groups led by a peer facilitator. Active problem solving and practice with core concepts.  |
| **Group** | 1-3 students who are in the same section receiving help at the same time.  |
| **1-1** | Individual appointment with the tutor.  |
| **Modality** |
| **In person** | Located on Penn’s campus. Location will be listed. Meet tutor at main entrance.  |
| **Online** | Usually through Zoom. A meeting link will be sent with confirmation email and will be available on the Trac Cloud dashboard.  |

*If you can no longer make a scheduled appointment, please reschedule or cancel from the portal. Regularly missing booked appointments will result in an inability to book future appointments.*