

How to Schedule a Math or Career Appointment

1. Select 'AOS Success Center' in Penji or use our direct link at <https://web.penjiapp.com/schools/astate/communities/aos-success-center>
2. Select your preferred appointment.
3. Select your course (e.g. ENG 1003 or select Career1234 if requesting career coaching)
4. Select a day and time for your session.
5. Select your tutor.
6. Select your location ('Zoom' or 'Asynchronous')
7. Create an "Agenda" (list what section(s) or topics you wish to work on) and select any materials (if any) that you will be using for the session.
8. Review all the information and Confirm.
9. The upcoming session will appear in your activity feed.
10. Once there, the session details will contain all information for the appointment, including the Zoom meeting link for Synchronous appointments
11. If Synchronous, join the meeting at the scheduled time via Zoom. If Asynchronous, expect feedback in the Google Folder from your tutor within the hour.

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