

Student Scheduling

1. Students may book appointments up to 3 days in advance but no sooner than 12 hours before the appointment. Tutor will be notified when the appointment is made.
2. Students must cancel appointments at least 3 hours in advance, at which point the tutor will be notified of the cancellation.
3. Students will be permitted to cancel 6 appointments before being moved to *Inactive Status* in TutorTrac. The student will not be able to book any more appointments until they meet with the administrator, Dr. Sutherland.

Student Visits

1. Students have a 15 minute "grace period" to arrive at the appointment. If a student is more than 15 minutes late, the appointment will be marked as missed.
2. Students will be permitted to miss 3 appointments before being moved to *Inactive Status* in TutorTrac. The student will not be able to book any more appointments until they meet with the administrator, Dr. Sutherland.
3. Visits may last longer than the scheduled appointment time if it does not conflict with the tutor's or student's schedule.
4. Visits should last no more than 3 hours and must be completed by 11pm.
5. All tutoring visits must be held on campus, in a public space, and as designated when the appointment is scheduled.