APPOINTMENT POLICIES

Appointments

Tutoring appointments typically last for thirty minutes to one hour. You may have up to **2** hours scheduled ahead of time, per course. If you find that you need further assistance, we will gladly help you set additional appointments.

Cancellations and No-Shows

If you need to cancel an appointment, we ask that you give us at least 2 hours' notice so that we may accommodate waiting students. Also, please inform us if you're running late. If we haven't heard from you within 15 minutes of your session start time, we may open the session to other students. Sessions canceled or rescheduled without 2 hours' notice will be counted as a no-show. After 5 no-shows in a semester, you will not be able to make appointments for the remainder of the semester. You will be able to participate in drop-in tutoring as available.