

# Appointment Time Restrictions

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## **Making Appointments**

**Tutoring Services** appointments must be made 24 hours or more in advance.

**Math** and **Writing** may be made up to 13 hours in advance, provided that a student calls us or visits the office. Students cannot make appointments online under 24 hours prior to the desired appointment time.

Both of these rules are hard lines. Once the 13 or 24-hour mark has hit, do not make the appointment, even if it is only a few minutes after the hour.

## **Cancelling Appointments**

**All** cancellations should be made 24 hours or more in advance. Appointments canceled in such a manner will incur no penalties.

If a student cancels under 24 hours prior to their appointment, then they will receive a missed appointment on their record. The only exception is if they provide a reason that the appropriate coordinator decides justifies excusing their absence. Always encourage students to give the reason they are cancelling under 24 hours in advance, but do not make any promises that an absence will be excused, as it is not up to the Front Desk staff.