Online Appointment Guidelines for the Spring 2020 Semester

- All staff will be working remotely and holding tutoring sessions online, either by Zoom meetings or email contact with students, during scheduled appointment times. There will be no staff physically present in the Tutoring Center or Drop in Centers.

- All the tutoring staff from the Tutoring Center, Writing Center, Math Lab, and Bone Room will have their usual working hours open by appointment in TimeTrade for you to connect with them. (With some exceptions, based on tutor availability).

- Students are allowed to book one hour of tutoring services per course per day (subject to tutor availability). This is to provide extra support during this unusual and stressful time. HOWEVER, students MAY NOT book multiple appointments for the same course on the same day. Please spread your appointments throughout the week.

- Students must schedule their online tutoring sessions on TimeTrade by going to www.capecod.edu/web/tutoring. You can book, cancel, or review your scheduled appointments here.

- We are unable to process requests for appointments left on the Tutoring Center voicemail during this shut down period. Students MUST login through TimeTrade and book their own appointments. Please send an email to ssalyh@capecod.edu for password assistance or with any questions.

- All phone messages left on the Tutoring Center phone line of 774-330-4532 will be monitored remotely periodically throughout the day and responded to via student email accounts.