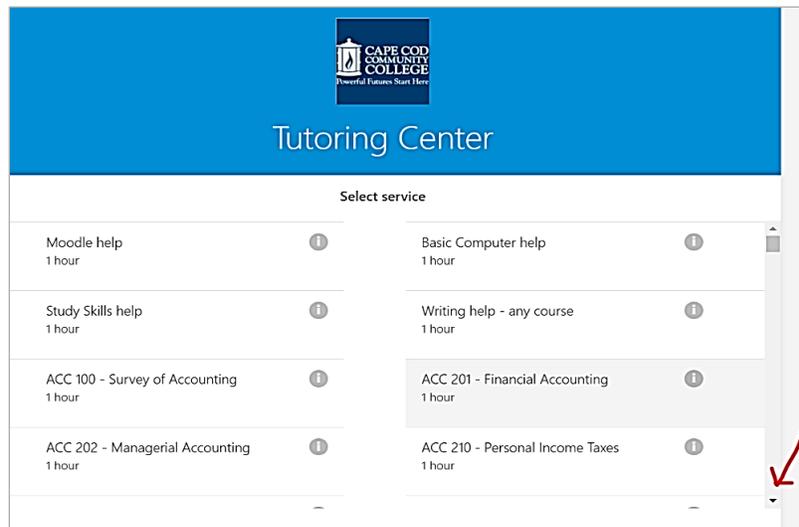


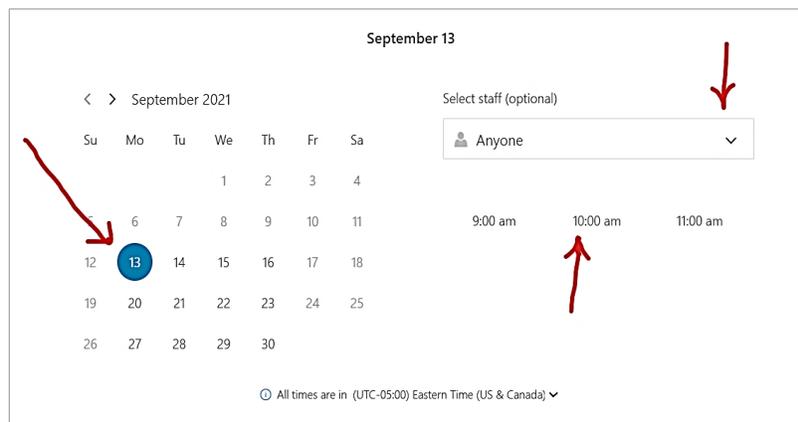
How To Schedule Tutoring Center Appointments in Bookings

Click this Link to open: [Tutoring Center's Bookings Appointment Calendar](#)

Select your Service: Use the scroll bar to see the entire list of courses to choose from. Always select your course by course code and title. If you do not see your specific course on the list, and you want a writing tutor to review your written assignments, choose **Writing help – any course**. The top four choices are general help categories that can apply to all courses.



Select the date, time, and staff (tutor) for your appointment: Click on the different days to view available options. The days in light gray have no tutors available for booking. Leave staff set at **Anyone** for largest selection of available times or use the drop-down option to choose your tutor by name. The calendar allows for scheduling as far out as three weeks from the current date. Every appointment is 55 minutes long. **Students can schedule one appointment per week per course.** Please contact the Tutoring Center if you feel you need additional time.



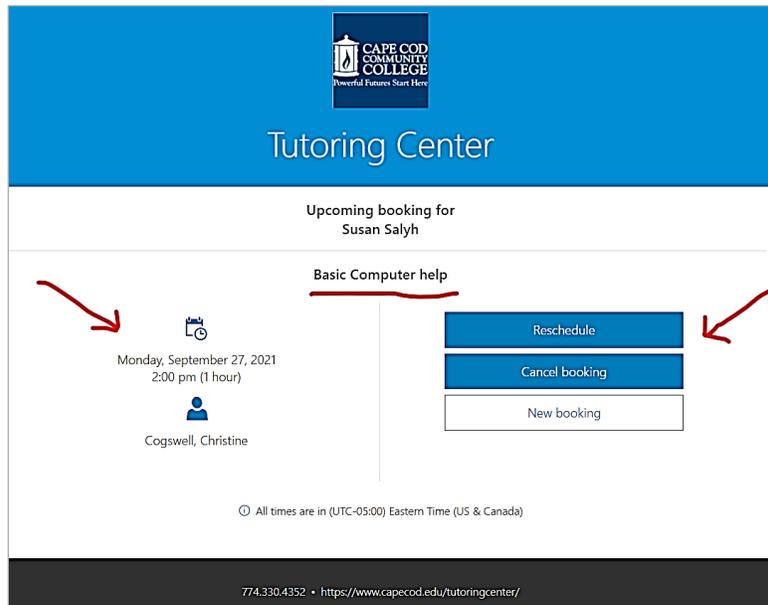
Add Your Details: Enter your full name, 4Cs email (in both email fields), phone number, 4Cs student ID#. Click BOOK.

The screenshot shows a form titled "Add your details" with two sections. The first section, "Add your details", contains two input fields: "Name" and "Email". The second section, "Provide additional information", contains three input fields: "CCCC email (Required for Zoom link)", "Phone Number (Required)", and "Student ID # (Required)". A blue "Book" button is located at the bottom right of the form. Red arrows point to each of these five input fields and the "Book" button. At the bottom of the page, there is a footer with the text "774.330.4352 • <https://www.capecod.edu/tutoringcenter/>".

Your appointment is BOOKED. You will receive this instant message telling you that you will receive a **separate** confirmation email shortly:

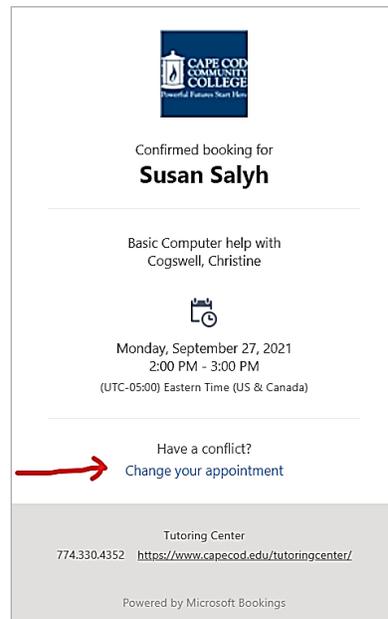
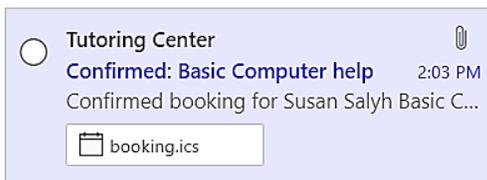
The screenshot shows the same "Add your details" form as above, but with a confirmation modal box overlaid in the center. The modal box has a white background and a blue border. It contains the text "Thank you for booking with us!" followed by "You will get a confirmation message in email shortly" and a blue envelope icon. Below the icon is a blue "OK" button. The form behind the modal is dimmed. The input fields in the form contain the following text: "Name" (Susan Salyh), "Email" (ssalyh@capecod.edu), "CCCC email (Required for Zoom link)" (ssalyh@capecod.edu), "Phone Number (Required)" (774-330-4352), and "Student ID # (Required)" (123456). The "Book" button is visible at the bottom of the form.

Click OK and then you will have the chance to review your appointment details and make changes to your booking or add another appointment:



Look for the email confirmation from the Tutoring Center in your college email.

Open it at any time to also have the option to CANCEL or RESCHEDULE your appointment:



The Tutoring Center requires 24 hours' cancellation notice for all appointments. Excessive missed or late cancellation of appointments may result in restriction of scheduling privileges.

You will **receive the Zoom invitation** from your tutor on the day of the appointment to join the session. The invitation is sent to your STUDENT email account generally 5 -10 minutes before the start time of the appointment (sometimes earlier or at the actual start time in some cases).

Check out the Tutorial on [Saving Your Tutoring Appointments on your Outlook Calendar](#) also posted on our Tutoring Center webpage!

Questions? Contact the Tutoring Center at 774-330-4352 or tutoringcenter@capecod.edu.