

## THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

### SCHEDULING AND CANCELING APPOINTMENTS AT THE STUDENT SUCCESS CENTER

<b>Number</b>	02.01.25
<b>Division</b>	Academic Affairs
<b>Date</b>	November 13, 2014; Reviewed/Revised December 1, 2020
<b>Purpose</b>	Academic appointments are a limited resource and the policies establish standards for students so that the academic programs are able to run efficiently.
<b>Policy</b>	Students are allotted up to three appointments per subject/reason per week. In addition, for the Tutoring Programs, students may only schedule one appointment per subject/reason per day. Students are requested to cancel appointments in advance if they are unable to attend their session.
<b>Procedures</b>	Currently enrolled UAH students may make and cancel appointments through the SSC's online scheduling system (e.g., TutorTrac or other), by calling the SSC, or by emailing the Tutoring Programs. The scheduling system is programmed to limit students based on the scheduling parameters set at any given time.
<b>Review</b>	Academic Affairs, in coordination with Human Resources, is responsible for the review of this policy every five years (or whenever circumstances require).