READING & ESL CENTER

APPOINTMENT SIGN-UP & CANCELLATION POLICY

Appointment Sign-ups
Please do not be careless when you make an appointment.
You should:

1) Sign up for an appointment only if you know you can make it.

2) Come on time and be prepared.

3) Contact us at 574-6437 as soon as possible BEFORE your appointment to cancel if you cannot make it.

Penalties for “NO SHOWS”
Students who sign up and miss an appointment or continuously cancel appointments will be penalized (in a way similar to the Writing Center):

1) NO SHOWS and students who CANCEL appointments regularly (two times or more in a two week period) will not be allowed to make any appointment for two weeks from the time of their missed appointment.

2) Repetitive NO SHOWs or CANCELLATIONs may result in a student losing appointment privileges altogether in the Center.

Thank you for your cooperation.