Tutoring Center
MM Wilkens Hall, Room 111
Direct Phone Number: 774-330-4352

Tutoring Center Appointment Reminders:

- **Students are responsible for managing their appointments online at www.capecod.edu/web/tutoring.** You can book, cancel, or review your scheduled appointments online. Detailed instructions on how to use the TimeTrade appointment system are on the other side of this sheet. Please ask for assistance if you cannot find an appointment that fits your needs.

- **Cancellations require 24 hours' notice. If you are a no-show for 2 appointments or have 3 cancellations without 24 hours' notice, you will be restricted to drop in appointments based on availability for the rest of the semester.**

- **Students are allowed one hour of tutoring per week per course.** Any appointments over this limit will be cancelled by the Tutoring Center. Extra help is available for writing, math, and biology in the appropriate Drop In Center: Reading and Writing Center, the Math Learning Center, or Science Lab. Please check the Academic Support Flyer for specific hours of operation.

- **Students are able to have 3 weeks of appointments scheduled at a time.** The system allows access to three weeks from the current date. You are never guaranteed to have the same timeslot or tutor for every visit, but rebooking weekly and maintaining three weeks of scheduled appointments gives you the best chance of this.

- **The Tutoring Center uses your student email account to communicate information** about your appointments. If the Tutoring Center needs to make changes and/or cancel your appointment due to unforeseen circumstances such as a tutor calling in sick, you will be notified through your student email account as soon as possible.

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HOW TO MANAGE YOUR TUTORING CENTER APPOINTMENTS ONLINE

- **Go to: www.capecod.edu/web/tutoring** and
  click on **"Schedule an appointment online!"** (lower right hand corner of the screen).

- **To Log into the TimeTrade Appointment System:**

  Username: firstname (dot) lastname. For example – john.doe

  Password: Your student ID number. For example- 123456

  Click the "Sign In" button.

- **To Make an Appointment:** ***You are allowed 1 hour per week per course.***

  1. **Under the "Make Appointment" tab, choose the subject/course you want tutoring in:** Select **Activity (course)** using the drop down menu. Click on your course code and course title.

  2. **Choose the Duration:** 25 or 55 minutes

  3. **Choose the tutor:** Select **Primary Resource (tutor)** using the drop down menu to request a specific tutor. Or leave "Any Tutor" to search for all available tutors and times.

  4. **Click "Show Availability"** (right side of screen)
     Note the dates of the week displayed before making any appointments. The FIRST available appointment is being displayed – which may not be the current week. Click "Find Next" to advance the week (right side of screen).

  5. **Choose appointment time by clicking on any white box** (which indicates the start time of available appointments in the duration you chose).

  6. To make another appointment for the following week(s) for this same subject or a different subject, repeat steps 1-5 above. ***You can book up to three weeks of appointments at a time.***

- **To See Your Scheduled Appointments:**

  1. Click "My Appointments" tab to see a list of your appointments.

- **To Cancel Your Appointments:**

  1. Click on "My Appointments" tab to see a list of all your appointments.
  2. Click on the "Cancel" button next to the appointment you wish to cancel.
     Or call the Tutoring Center's direct phone number: 774-330-4352.

  REMINDER: CANCELLATIONS REQUIRE 24 HOURS' NOTICE. If you have two no-shows or three cancellations without 24 hours' notice, your ability to schedule appointments for the rest of the semester will be restricted.

- **Click "Sign Out" When Finished.** (Top left of screen).

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