

*As a valued member of our learning community, please be aware that logging into our appointment scheduler constitutes your acknowledgment of the following rights and responsibilities.*

1. Any Regis University student, faculty, or staff can make free appointments for up to 1 hour a day, 3 hours a week (Monday through Sunday), through our appointment scheduling system. This service is limited to members of the Regis community.
2. If you cannot attend a scheduled appointment, you must cancel it **1 hour** beforehand by i) logging into your account, ii) opening your appointment form, and iii) clicking “Cancel This Appointment”. If you are absent from 3 appointments without notifying us ahead of time, your account is automatically disabled. It can be reinstated by contacting TLC.
3. If you are more than **15 minutes late** for an appointment without notifying us ahead of time, your appointment may be cancelled and/or granted to another member. When your scheduled appointment time has ended, extra time to accommodate lateness will not be provided.
4. Please bring everything you can think of that will help you and your tutor/writing coach make the most of your session. This includes, and is not limited to, your assignment and/or rubric, textbook(s), research literature, writing tools, and of course your undivided attention and willing participation.
5. Students may not drop off assignments in-person and must work alongside tutor/writing coach.
6. Students may not seek assistance with take-home exams without prior written instructor-permission.
7. Children and non-service animals are not allowed in sessions.
8. You have the right to be treated with respect by TLC staff members. You have the responsibility to treat TLC staff and other community members with respect. Disrespectful language and inappropriate behavior will result in the suspension of privileges.