

How to Book Appointments at the Learning Centre

1. Log in to your MySeneca account from the MySeneca homepage.

2. Scroll down on the MySeneca homepage to find the "**Student Support – Academic**" section and click on "**Learning Centre**."



3. On the Learning Centre page, locate the **first red icon** that reads, "Book an appointment to work with a Learning Centre tutor or coach". Click this icon to start the appointment booking process.





4. You will be redirected to our Booking system. If you are not already logged into your student account, you will be prompted to do so at this point.

Home Appointments Reports Engagement Board Book\$mart	🤁 Test* 🗌 🛛 Help 🦧 🔩 📢 🖸
Seneca LEARNING Welcome back, Test Test!	Kiing Campus (On Campus, In-Person) -
Upcoming Appointments Schedule Appointment Uree At No upcoming appointments	
Announcements	
College News	Center News
View Rifl Announcement To book an appointment, click on "+ Schedule Appointment" at the top of the screen under "Upcoming Appointments."	Welcome to the Learning Centre.
Interested in a workshop? View our upcoming workshops below.	We are here to support you academically. We offer services in both foundational skills and foundational course support. You can book an appointment for
Time Zone: Eastern Time - US & Canada Workshop + Campus + 🛆	
Learning Centre - Course Specific Workshops, Learning Centre - English Workshops & Conversation Clubs, Learning Centre - Learning Skills Workshops, Learning Centre - Math Workshops and Drop-In Sessions - November 2023 Sunday Monday Tluesday Thursday Friday Saturday	Course support (reer lutoring) Computer support English & Writing support

5. Click on "+ Schedule Appointment" button under Upcoming Appointments.



6. Begin by choosing your preferred **Centre**. If you want an **in-person appointment**, select one of the *campuses* from the list. If you want a **virtual appointment**, select *Online Learning Centre*.

	New Appointment	
Centre 📀 🔇	Select Centre or Find Service	
Service 📦	Bearch centre or service	
Subject	type to search location or service	
Instructor	Available Centres and Services	
Pick a Slot 菌	King Gampus (On Campus, In Preson) OFFERS: Course-Specific Peer Totoring English and Writing Support	\$
Confirm 🖌	Newnham Campus (On Campus, In Person) OFFERS: Computer Support Course Specific Peer Tutoring English and Writing Support Study and Learning Skills Coeching	*
	Online Learning Centre OFFERS: Computer Support Course-Specific Peer Tutoring English and Writing Support Study and Learning Skills Ceaching	\$
	Seneca @ York Campus (On Campus, In-Person) OFFERS: Computer Support Course Specific Peer Tutoring English and Writing Support Study and Learning Skills Coaching	>
	Senece International Academy (On Campus, In-Person OFFERS: Course-Specific Peer Tuturing: English and Writing Support: Study and Learning Salits Coaching	>



7. Next, choose the type of **Service** you require. You can choose from options like Computer Support, Course-Specific Peer Tutoring, English and Writing Support, or Study and Learning Skills Coaching.

	New Appointment		
Centre 🕑	Select Service		PREVIEW
Service 📀	Bearch service		Newnham Campus (On Campus, In-Person)
Subject	tType to search service		
Piak a Slat	Services in Newnham Campus (On Campus, In-Person)		
	Computer Support	•	You are booking an in-person
Confirm 🕑	Course-Specific Peer Tutoring	\$	appointment. It will be scheduled to
	English and Writing Support	,	take place on-campus at the Newnham
	Study and Learning Skills Coaching	,	Learning Centre, B2100.

8. Select the **Subject** you would like to get help with.

Home Appointments - R	eports Engagement Board BookSmart	🦲 Test 🖌 📮 🥹 📢 🔹 📢 📀
	New Appointment	
Centre Service Subject Pick a Slot (a)	Select Subject c	Andrews > PREVIEW Prevnham Campus (In Campus (In Person) Campus (In Campus (In Person) Campus (In Campus (In Person) Start over O
Confirm 😓	CNL English speaning INE Reading RED English constraints INE English constraints WITING Writing ENG-WRT	 You are booking an in-person appointment. It will be scheduled to take place on-campus at the Newnham Learning Centre, B2100.

9. You will now see a list of available tutors and their open appointment slots. If there are no available appointments for the current week, click "**Next**" to view appointments for the following week. **Select** a date and time that suits your schedule.

Please note that the appointments may be booked up to six days in advance and up to 30 minutes before an available appointment start time.

	New Appointment
Centre	Available Slots
Service	Specific Tutor
Subject 🗸	- Any available tutor -
Pick a Slot	Days of Week Select All Select Mon-Fri I Sun I Mon I Tue I Wed I Thu I Fri I Sat
Confirm 🗸	Pick date and time
\bigcirc	Duration: 1 hour 🗸 Next >
	Tuesday, Oct 31
	Gord Easson
	Wednesday, Nov 1
	Gord Easson 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM



► If you are not able to find an available spot for in-person appointments, we encourage you to try the Online Learning Centre for virtual appointments.

11. Double-check the details of the appointment you wish to book. Once you are certain, **confirm** the appointment.

	New Appointment
Centre	You're Almost Done!
Service	Recurrence: C Setup Recurrence
Pick a Slot	Type to add notes to the appointment
Confirm >	Pavies Details: OCT Gord Easson 1-2 PM
	31 TUESAAV Merchand Campus (In-Serson) Merchand Writing Support Merchand Writing Support

► If you need to make changes, you can always go back to previous selections by selecting the previous section titles on the left-hand side.

12. You're all done! You have now successfully booked an appointment and will receive an email confirmation to your Seneca account.

▶ Please ensure that you attend the tutoring session **on time**. If you are not able to make it to your appointment, please cancel the appointment 3 hours before the start time so other students can get a chance to book the spots.

To cancel an appointment, please see below.

Home Appointments - Rep	orts Engagement Board Book\$mart		😫 Test- 🗌 🛛 Help 🌲 🎭 📢 🛈
	New Appointment		
Centre 🖌	Appoin	ment Confirmed!	You are booking an in-person appointment. It will be scheduled to
Service 💙 Subject 💙	OCT Gord Easson • Nennham Campus (Or • Englah and Writing Su	1-2 PM Campus, In-Person) pont	take place on-campus at the Newnham Learning Centre, B2100.
Pick a Slot	TUESDAY Writing CONVERN + Create Another One	ED	



How to Cancel Appointments

► Please note that you can cancel/reschedule appointments up to *3 hours* before your originally scheduled appointment time.

1. From our Booking system page, click on "View All" button under Upcoming Appointments.

Upcoming Appointments				
+ Schedule Appointment	₩ View All			
No upcoming appointment	ts			

2. You will now be able to see all your upcoming appointments at the Learning Centre. Ensure that the **Location** is set to "**All**" to see all your appointments.

Home Ap	ppointments • Rep	oorts Engagement Board BookSmart		
Search	Reset D	Appointments		
LOCATION	•	007 Test, Test 31 ≝ Tue, Oct 31, 2023 1:00 PM	Easton, Gord English and Writing Support	Scheduled Details
Search	٩			
PERIOD Oct 26, 2023 - Nov 25, 2023				

3. Select the appointment(s) you would like to cancel and click "Cancel".

Home A	ppointments • Rep	oorts Engagement Board	BookSmart			
Search	Reset 🕽	Appointments		Cancel		
All	-	Image: Sector of the secto	, 2023 1:00 PM () 60 minutes 👫		Easson, Gord English and Writing Support	Scheduled Details
TUTOR						
Search	٩					
PERIOD						
🛗 Oct 26, 2023 - Nov 25, 2023						

4. Confirm the cancellation by clicking "Yes".





Learning Centre Policy

Booking Tutoring Appointments:

- Students may book up to **3 appointments** of one-on-one peer tutoring *per week*.
- Students are permitted to book up to 2 appointments per day. Please refrain from booking more than one appointment per subject or tutor per day to ensure fair access to our services. The Learning Centre reserves the right to change or limit access to tutoring appointments.
- Appointments may be booked up to six days in advance through the booking system available both online and in the Learning Centre.
- To ensure all students get a fair chance for booking appointments, standing or fixed appointments are prohibited for all students.
- Students are allowed 5 cancelled appointments within a semester. More than 5 cancelled appointments will lead to a student temporarily blocked from the Learning Centre's one-on-one tutoring service. Blocked students may remain blocked for the duration of one to two weeks.
- Students are allowed 3 missed appointments within a semester, once exceeded the student will temporarily be blocked from the Learning Centre's one-on-one tutoring service. Blocked students may remain blocked for the duration of one to two weeks.
- If a student is more than 10 minutes late for an appointment, the appointment may be given to another student.
- Students are permitted to have Group Tutoring appointments with a maximum of 5 students.