
ACADEMIC ENHANCEMENT CENTER

Roosevelt Hall, 90 Lower College Road, Kingston, RI 02881 USA p: 401.874.2367 uri.edu/aec

2022-2023 AEC Peer Academic Skills Consultation policies

Scheduling appointments:

- Undergraduate students may schedule appointments with PACs through the AEC's TracCloud scheduling system.
- When available, students may choose between in-person meeting or online meeting when making appointments.
- AEC Professional Staff and PACs, Academic Advisors, and other professional support staff may assist students in making appointments directly through TracCloud.

Canceling appointments:

- Students can cancel scheduled appointments via TracCloud up to 24 hours before the appointment.
- Students wanting to cancel within 24 hours of an appointment should do so by contacting the AEC at aec@etal.uri.edu, or (401)874-2367.

Attending/missing appointments:

- When attending a consultation in the AEC Drop-In Center, students *must* swipe their URI ID card or present their ID number at the TracCloud kiosk (laptop) in the PAC meeting room to be credited with having attended in the TracCloud system.
- Students will be credited with attending remote consultations (via Zoom) by signing onto TracCloud and clicking the Zoom link that will appear up to 15 minutes before the start of their session. *Note: this link will not be available until 15 minutes before the session.*
- Students who do not cancel *and* do not attend a consultation will be automatically charged with a missed meeting.
- Students who attend a consultation but do not swipe their ID card at reception will be automatically charged with a missed meeting.
- When students are charged with two missed meetings, they are automatically blocked from making future appointments in TracCloud. Blocked students must contact the AEC at aec@etal.uri.edu before they can be reinstated.

For questions or additional information please contact David Hayes, Coordinator of Academic Skills Development Programs, at davidhayes@uri.edu

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