
ACADEMIC ENHANCEMENT CENTER

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

Academic Enhancement Center 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 Roosevelt Hall Room 400, students *must* swipe their URI ID card or input their ID number at the TracCloud kiosk (laptop) to have their attendance recorded.
- Attendance for online sessions is recorded when students sign into TracCloud and click the Zoom link that will appear there up to 15 minutes before the start of their session. *Note: this link will not be available until 15 minutes before the session.*
- If a student does not attend a meeting and does not cancel the appointment in TracCloud, it will be recorded as a missed meeting.
- If a student attends an in-person consultation but does not check in for the session at the TracCloud kiosk, it will be recorded as a missed meeting.
- When a student has 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.

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