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.