

## Online booking instructions and policies

To make an appointment at the Writing Centre:

1. Go to <https://mrbs.nscad.ca>
2. Choose "Writing Centre" from the room list
3. Choose S403 for Fountain Campus appointments
4. Make sure that you have clicked "go to this week" to show current week in the calendar, and then click "next week" as necessary
5. Look for an open appointment that fits your schedule, and login using your NSCAD email address and password. Add your first name and student number to the calendar to book a tentative appointment.
6. You will receive an email confirmation from the calendar administrator.

Booking policies:

Open appointments will be added to the schedule one or two weeks in advance, and additional appointments may be added as necessary. Please check often if you are seeking an appointment in busy times.

Only one-hour appointment can be booked. Do not book two in a row, or two in a week. If you attend your appointment and there is still an open appointment in the same week, you may request a second appointment by emailing [tmills@nscad.ca](mailto:tmills@nscad.ca).

If you must cancel, please do so 24 hours in advance, or as soon as you know you must cancel.

Email [tmills@nscad.ca](mailto:tmills@nscad.ca) to cancel a booking.