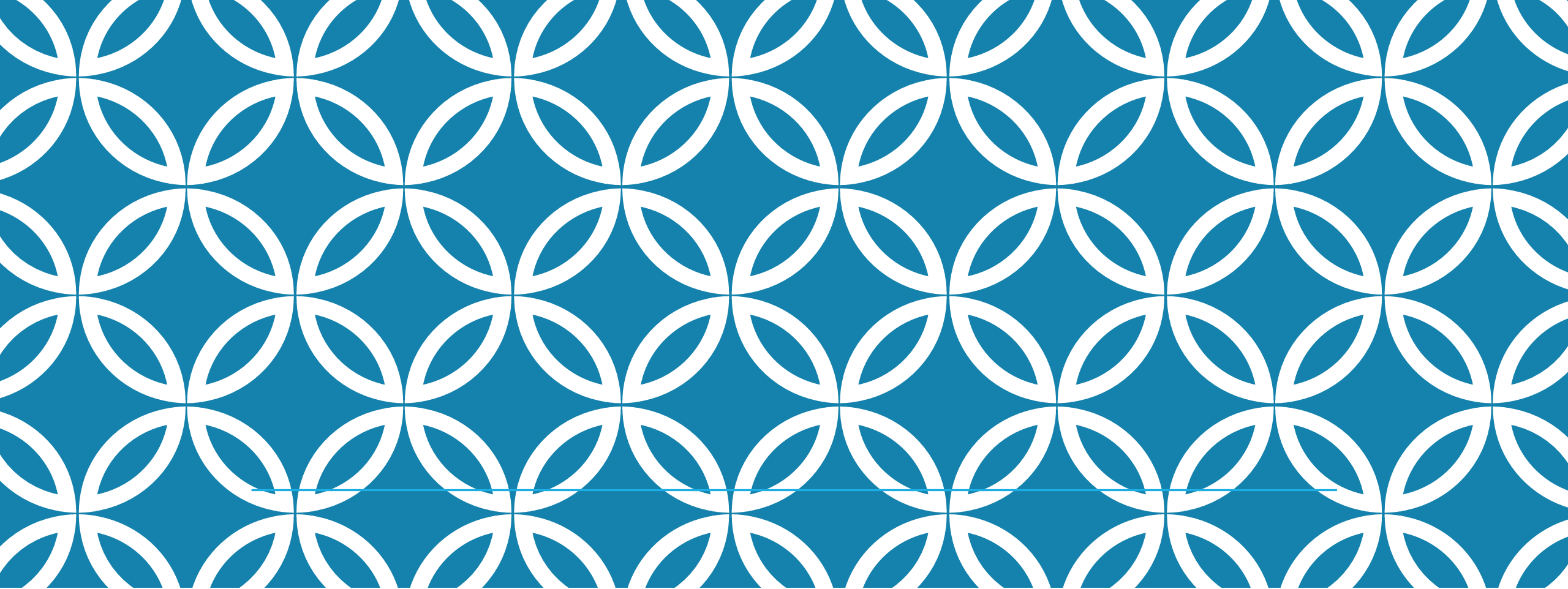




LibCal Appointments Module | TUTORING

Tutoring Homepage

Students selects a tutor

[Request a Tutor](#)[Meet Your Tutors](#)[Study Resources](#)[Become a Tutor](#)[For Tutors](#)

Tutoring is free for all RCC students!

- Face-to-face tutoring takes place in the Library with RCC tutors.
- Online tutoring can be provided by RCC Tutors via QuickAssist or through Upswing.
- [Upswing provides professional tutors who offer live tutoring, assignment review, and study support 24/7.](#)
- [Instructions for finding a tutor on Upswing](#)

Have questions? Call the Tutoring Center: 910-272-3320

Make an Appointment with a Tutor Tutoring Center

The Tutoring Center is located within the RCC Library (Bldg 4). Please arrive on time in order to receive the full benefit of the session. Bring your textbook, class notes, and any questions that you have about the materials.

1. Select a staff member:

Tutoring (2 hours)

☐ Alice McLean-Melvin - Eng/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

☐ Dr. Charlotte Williams - Eng/Educ/TestPrep

☐ Emma Scott (online sessions only) Bio/Math/Eng

☐ Hazel Sumner - Eng/Hist/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

☐ Joy Bukowy - Accounting/CompSci/Bus/Econ

☐ Justin Nielsen - Canvas/Math/Physics/Chem/CompSci

☐ Susan Taylor - Chemistry(primary)/Math/Physics

Student selects day& time slot

Make an Appointment with a Tutor Tutoring Center

The Tutoring Center is located within the RCC Library (Bldg 4). Please arrive on time in order to receive the full benefit of the session. Bring your textbook, class notes, and any questions that you have about the materials.

With: Hazel Sumner - Eng/Hist/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

[Change](#)

Type: Tutoring (2 hours)

Select Date:

September 2026							»
Su	Mo	Tu	We	Th	Fr	Sa	
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	1	2	3	
4	5	6	7	8	9	10	

Select Time:

Monday, September 7, 2026

Time Zone: Eastern Time - US & Canada
([change](#))

9:00am

11:00am

Continue

ONCE A STUDENT HAS BOOKED AN APPOINTMENT, YOU WILL SEE THE APPOINTMENT IN TWO PLACES IN LIBCAL:

1) Appointments (main tab)
Appointments will be listed

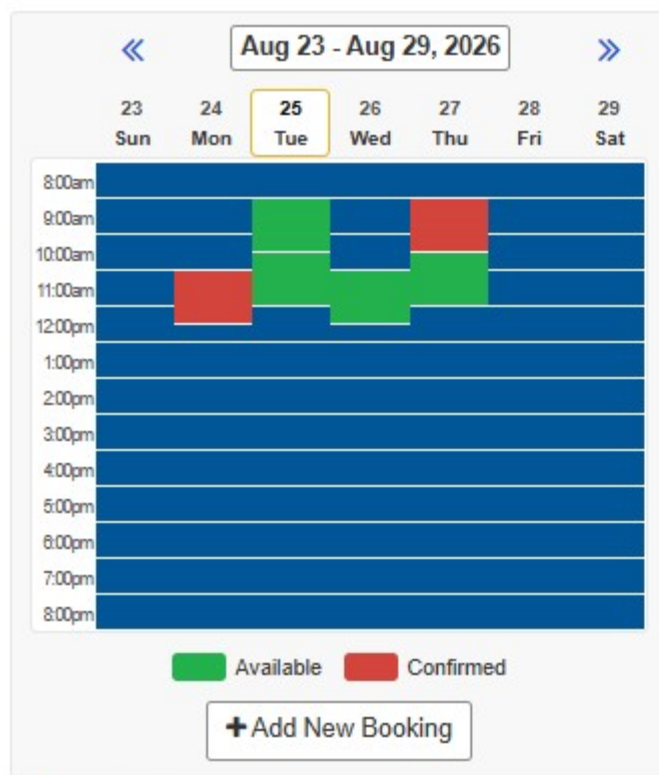
2) Calendar Tab
Appointments will appear in a calendar grid

Appointments

[My Appointments](#)[Availability](#)[Calendar](#)[Booking Explorer](#)[My Settings](#)[Booking Forms](#)[Integrations](#)[Widget/Embed Code](#)

You are editing Joy Bukowy's account.

Use this page to view information on all of your upcoming appointments. To create a new booking, click on the appropriate time slot in the availability grid. To view past appointments, use the arrows or select a date in the calendar grid and click on the confirmed booking slot, or use the Booking Explorer tab.



Public Pages

- [My Landing Page](#)
- [My Page For Tutoring Center](#)
- [All Users & Locations](#)

Upcoming Appointments

[View Past Appointments](#)

Time Zone: Eastern Time - US & Canada

Wideline Laguerre

Thursday, August 27, 2026

Full Name: Wideline Laguerre

Email: w10706839@st.roberson.edu

Account: w10706839@st.roberson.edu

When: 9:00am - 10:30am Thursday, August 27, 2026

Type: Tutoring

Location: Tutoring Center (Tutors)

Directions: The Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

Internal Notes:

User Showed Up?: ☐ Yes ☐ No

Student Number:: 0706839

Phone Number:: 910-736-6533

How would you like to r... Online (Upswing/QuickAssist)

For which course do yo... BUS-160

Please describe in detai... GENERAL ASSISTANCE

Submitted: 10:07am Tuesday, August 25, 2026

Reminder Email: To be sent @ 6:00am Thursday, August 27, 2026

Follow Up Email: To be sent @ 10:30am Friday, August 28, 2026

Appointments

[My Appointments](#)[Availability](#)[Calendar](#)[Booking Explorer](#)[My Settings](#)[Booking Forms](#)[Integrations](#)[Widget/Embed Code](#)

The calendar below shows all appointments for the selected locations + users. Click the 'All users from all locations' option to override the individual checkboxes and load all appointments in the system. Click on any appointment that is loaded on the calendar to display and/or modify any of the details. The details will load below the calendar. Time Zone shown is Eastern Time - US & Canada.

☐ All users from all locations[Go To Date](#)[<](#) [>](#)[Today](#)[↺](#)

August 2026

[Agenda](#)[Day](#)[Week](#)[Month](#)[Toggle All](#)

Tutoring Center

☐ Charlotte Williams☐ Hazel Sumner☐ Justin Nielsen☒ Joy Bukowy☐ Alice McLean-Melvin☐ Emma Scott☐ Susan Taylor

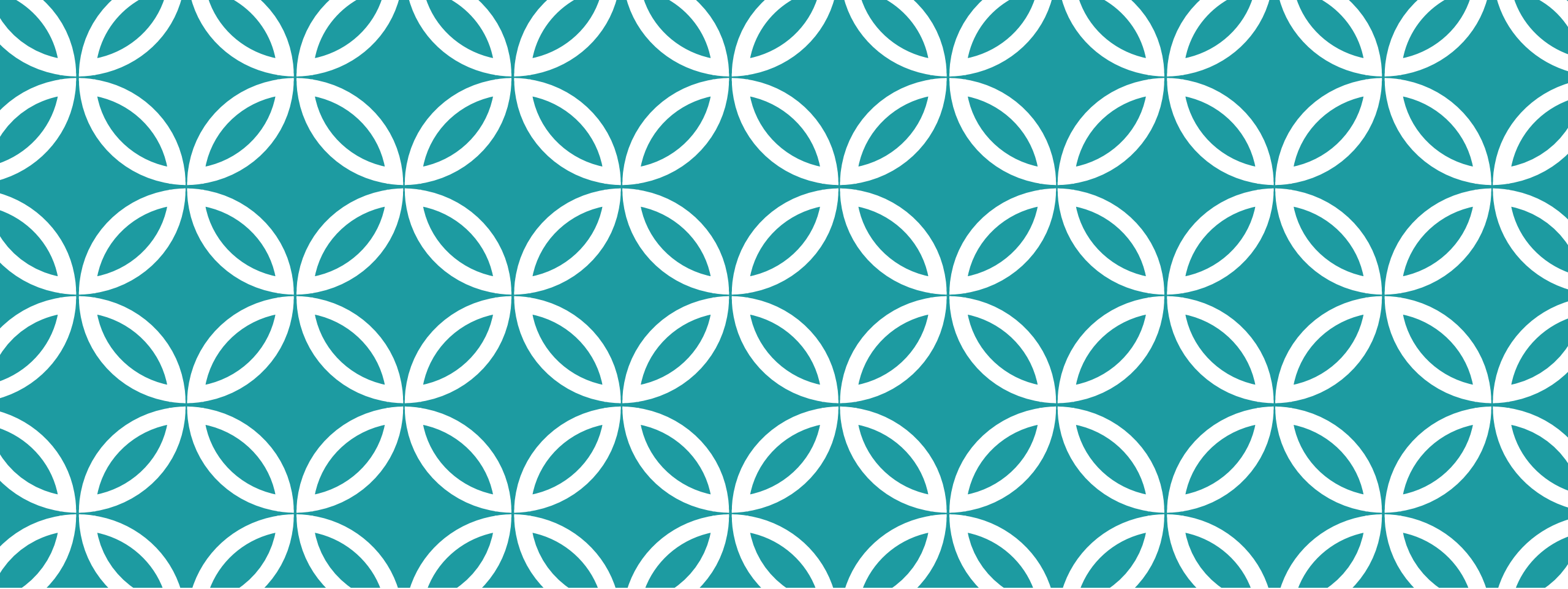
RCC Library

☐ Maryellen O'Brien

SOAR Center

☐ Casey Horton☐ Cecelia Locklear☐ Dionne Pursley☐ Kaylee Ransom☐ Stephanie McNeill[Toggle All](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 11:00am - 12:30pm Joy Bukowy Tutoring Center Patron: eric haggins	25	26	27 9:00am - 10:30am Joy Bukowy Tutoring Center Patron: Wideline Lag	28	29
30	31	1	2	3	4	5



LIBCAL AUTOMATIC EMAILS

Tutoring

EMAIL TO STUDENT CONFIRMING AN APPOINTMENT

Hi John Doe,

This email confirms your tutoring appointment:

With: Alice McLean-Melvin - Eng/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

When: 4:05pm Tuesday, August 25, 2026

Location: The RCC Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

[Campus Map](#)

Note that by confirming this appointment, you understand and accept the following guidelines:

- 1) Tutors are available to help you learn, not to complete your assignments, write your papers, or do your work for you.
- 2) Please notify your tutor if you cannot make your scheduled appointment. Students who miss two sessions without notice, will no longer be eligible to schedule appointments.
- 3) Please show respect to your tutors. Tutors have the right to end a session if a student is rude or disruptive.
- 4) No food or drink are allowed in the Tutoring Center. Please ensure that you have taken care of your provisional needs before coming to your appointment.

To cancel this appointment visit: <https://robeson.libcal.com/appointment/cancel/123?c=abcdef>

Cancellations must be made at least 1 hour before Appointment starting time.

EMAIL TO STUDENT WHEN TUTOR HAS RESCHEDULED AN APPOINTMENT

Hi John Doe,

Your rescheduled tutoring appointment details:

With: Alice McLean-Melvin - Eng/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

When: 4:29pm Tuesday, August 25, 2026

Location: The Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

[Campus Map](#)

To cancel this appointment visit: <https://robeson.libcal.com/appointment/cancel/123?c=abcdef>

Cancellations must be made at least 1 hour before Appointment starting time.

EMAIL TO TUTOR ABOUT A NEW APPOINTMENT

Hi Alice McLean-Melvin,

You have a New Appointment!:

With: John Doe (john@doe.com)

When: 4:32pm Tuesday, August 25, 2026

Location: The RCC Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

[Campus Map](#)

[custom booking form answers here]

Attachments:

[fileA.png](#)

• [fileB.xls](#)

EMAIL TO STUDENT WHEN TUTOR HAS CANCELLED AN APPOINTMENT

Hi John Doe,

The following tutoring appointment has been cancelled:

With: Alice McLean-Melvin - Eng/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

When: 4:32pm Tuesday, August 25, 2026

Location: The RCC Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

[Campus Map](#)

EMAIL TO TUTOR WHEN STUDENT HAS CANCELLED AN APPOINTMENT

Hi Alice McLean-Melvin - Eng/Rel/Hist/Psych/Soc/EarlyChild/CrimJust,

Just to let you know, **John Doe** (john@doe.com) has just cancelled their tutoring appointment.

The appointment was scheduled for **4:35pm Tuesday, August 25, 2026** (Time Zone: Eastern Time - US & Canada) at New York.

[custom booking form answers here]

The appointment is now free to be booked again.

Note: This is an automated notification; please do not reply to this message.

EMAIL TO STUDENT WHEN APPOINTMENT HAS BEEN CANCELLED BY TUTOR OR ADMIN (EX: SLOT REMOVED)

Hi John Doe,

The following tutoring appointment has been cancelled:

With: Alice McLean-Melvin - Eng/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

When: 4:38pm Tuesday, August 25, 2026

Location: RCC Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

[Campus Map](#)

[additional information added by admin at the time of sending]

We are sorry for the inconvenience!

EMAIL REMINDER TO STUDENT SENT 3 HOURS BEFORE APPOINTMENT

Hi John Doe,

This is just a reminder about your tutoring appointment:

With: Alice McLean-Melvin - Eng/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

When: 4:40pm Tuesday, August 25, 2026

Location: The RCC Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

[Campus Map](#)

To cancel this appointment visit: <https://robeson.libcal.com/appointment/cancel/123?c=abcdef>

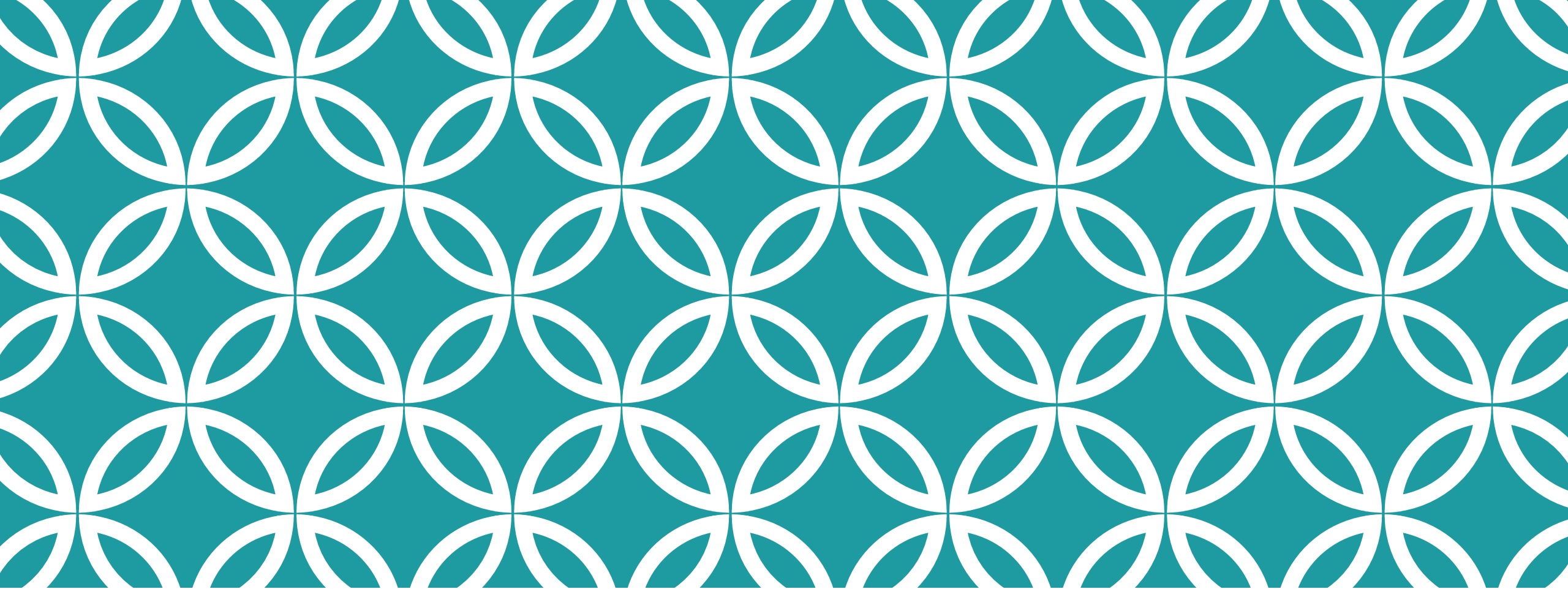
Cancellations must be made at least 1 hour before Appointment starting time.

EMAIL TO STUDENT SENT 1 DAY AFTER THE APPOINTMENT

Hi John,

Thanks for attending the tutoring appointment on 4:42pm, Tuesday, August 25, 2026.

Please let RCC know whether the tutoring session was helpful or not by responding to this [short survey](#).



POST-APPOINTMENT SURVEY

Tutoring

Tutoring Satisfaction Survey

Please help us to improve by telling us about your recent tutoring session.

Hi, Maryellen. When you submit this form, the owner will see your name and email address.

1. Overall, how satisfied were you with your tutoring session? 

☐

Very Satisfied

☐

Satisfied

☐

Neutral

☐

Dissatisfied

☐

Very Dissatisfied

2. The tutor explained concepts in a way that was easy to understand.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree