Booking and Cancelling Sessions

To book your first session of Specialist Study Skills Support please call or email:

020 3108 6770

studyskills@ucl.ac.uk

When arranging your appointment please ensure that you have your timetable to hand to help us find a date and time that is suitable for you.

You will be sent an email to your UCL email account confirming details of your appointment.

UCL uses an online timesheet system called Opus. Once you have booked your first appointment your details will be uploaded onto Opus so that we can monitor the amount of sessions that you are using.

You will be sent an additional email once your details have been uploaded onto the Opus System.

Subsequent sessions of support can be booked directly with your Specialist Study Skills Tutor during sessions or by contacting your tutor by phone and/or email. Alternatively, you can book sessions of support by emailing studyskills@ucl.ac.uk or phoning 020 3108 6770.

Cancelling Rearranging Sessions

If you need to cancel or rearrange a session of support, please let Student Support and Wellbeing and/or your tutor know as soon as possible, giving a reason for the need to cancel/re-book.

If your study skills sessions are funded through the DSA, this allowance will not generally meet the cost of cancelled support sessions if the cancellation is made with less than 24 hours’ notice.

This means that this session will be charged to your allocated hours of support.

If you miss more than 2 or more booked sessions in a single term (including cancellations at short notice) access to this support may be suspended whilst a Disability Adviser investigates the reasons for this.

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