Online Booking

University of Regina International

NAVIGATION & USER MANUAL
Welcome to the Global Learning Centre Online Booking Portal!

To access the Student Portal, visit the following link:
https://www2.uregina.ca/international/coaching/

Upon clicking the link above, you will be redirected to the login page. Please note that you will need your @uregina.ca credentials to login and you must be a registered student.
To login, you will need your @uregina.ca (Novell) credentials.

This is the same login as what is used for UR Courses and your student email.
Once you login, you will be able to see the following:

- **Calendar**
- **Services Listing**

Next, you can select the date you want to book an appointment on.

**IMPORTANT!**

Select services are available on certain days. To view available appointments, scroll through the services listing on the right side, as well as browse other days using the calendar to see what is available.
Each service listed has a description!
Read these descriptions to ensure you book an appointment for the correct service or program.

**Conversation 1-on-1**
**Duration: 30 mins**

Conversation 1-on-1 is a great way to get to know your fellow students and practice speaking in the English language. Our volunteers are always excited to meet new students and talk about what living in Canada is all about!

This program serves to connect students in a social setting and is not an academic service. To receive academic support, please book an appointment with an English Coach or specialized Tutor or Study Assistance volunteer.

[Make An Appointment]
If a service you would like to book an appointment for is available on a selected day, a blue box will appear that says:

Make An Appointment

Click the button to proceed to the next step.
When you click "Make an Appointment", you will see the available time blocks that are available for booking.

Select the time block that fits your schedule.

REMEMBER
As a courtesy to other students, please book the earliest available appointment that fits with your schedule.

Once you select the time slot for your appointment, click:

Book Slot
Trying to book a last minute appointment?

You must plan ahead and book appointments in advance.

If the appointment you would like to book is 12 hours away (or less), that appointment time will show as "unavailable".
CONFIRMING YOUR APPOINTMENT TIME

Start and end times for your appointment will be displayed according to the default appointment length.

The length of your appointment cannot be changed.

Click Confirm

Upon clicking "Confirm", you will be redirected to the booking form.
Fill in all necessary details of the booking form.

It is important to fill out all required fields and include details of what you would like to work on during the appointment so our staff and volunteers can prepare for your appointment.

**IMPORTANT!**
You must agree to the Terms and Conditions.

☐ I agree with terms and conditions

Once the form is completed, click:

Continue
Review all of your information.
If it is correct, click:
Upon confirming your booking, you will receive a confirmation email to your @uregina.ca email address.

The email will be sent from: Global.Learning.Centre@uregina.ca

The subject line of the email will read: Global Learning Centre - Appointment Confirmation

If you do not receive a confirmation email, please contact: Global.Learning.Centre@uregina.ca
$JOINING\ YOUR\ APPOINTMENT$

Appointments are being offered remotely via Zoom.

In your "Confirmation Email", you will find a unique Zoom link that is specific to your appointment.

When it is time for your appointment, please open your "Confirmation Email" and click on the Zoom link included.

Please ensure that your technology is working ahead of your appointment time.

Thank you,
Global Learning Centre Team
Attend your appointment as you would in an in-person setting or formal classroom.

- No pajamas
- No attending appointments while driving or at work
- Be on time and ready to learn
- Be in a quiet space where you can focus
CANCELLING YOUR APPOINTMENT

ID: AP1626219250

Services:
English Coaching: 07/16/2021 8:30 am - 9:15 am

Personal details:
Name: Global Learning Centre
Email: global.learning.centre@uregina.ca

Student Information:
Student ID:
Class/Subject: System Demonstration
Level of Study: System Demonstration

Reason for Advising:
System demonstration.

Join your Appointment:
Zoom Meeting:
At the time of your appointment, please click on the link above. Please wait until your scheduled appointment time to join the meeting.

To cancel your appointment, please click the link below:
Cancel: https://www2.uregina.ca/international/coaching/scheduler/index.php?
controller=piFrontEnd&action=piActionCancel&cid=3&id=6&hash=f6533ad20887304c1233d30a615a0bda54588be

Need to cancel your appointment?

1. Open your "Confirmation Email"
2. Click on the "Cancellation Link"

IMPORTANT!
If you need to cancel your appointment, you must do so 24 hours BEFORE your scheduled appointment time.

If you are unable to cancel your appointment within 24 hours, please contact Global.Learning.Centre@uregina.ca.

Thank you for booking an appointment in the Global Learning Centre! Please see the details of your appointment below. If any information is incorrect, please let us know by contacting Global.Learning.Centre@uregina.ca.

Thank you,
Global Learning Centre Team
Need additional assistance?
Always feel free to reach out to us.

Global Learning Centre
Global.Learning.Centre@uregina.ca | 1.306.585.5082