

# Appointment Procedures

A very limited number of in-person appointments will be available for those whose needs cannot be met virtually or by phone. Please call 617.349.6551 or [email us](#) and a staff member will work with you to understand your needs and schedule an appointment if necessary.

**On the day of your appointment, you must complete this [COVID-19 Health Checklist](#).**

If you answer "yes" to any of the questions, you are not permitted to come to our offices. Contact us to let us know that you cannot make your appointment and we will be happy to reschedule when you are ready.

## Safety Procedures

- Appointments with the Student Registration Center (SRC) are scheduled on the half hour. If you miss your scheduled time or if you are late, you must reschedule. Please contact us and we will be happy to provide you with the next available time.
- Language testing appointments are scheduled on the hour. If you miss your scheduled time or if you are late, you must reschedule. Please contact us and we will be happy to provide you with the next available time.
- When visiting the SRC for a scheduled appointment, you should wear face coverings, maintain 6 feet for social distancing, and use the provided hand sanitizer upon entering and exiting the building. *SRC staff will also be wearing face coverings.*
- **When you arrive at the door, please call 617.349.6551 and a staff person will let you in.** They will verify that you have an appointment, log your contact information, and direct you to where you need to go.
- **Please be advised that due to social distancing requirements, only one adult with the appointment will be allowed in the office during the scheduled appointment.** *Those with appointments who may have children they need to bring with them, or special needs requiring assistance from a family member/caregiver to ensure they can safely attend their appointment, should notify the SRC in advance so that appropriate accommodations can be made to ensure proper social distancing practices.*