

How to book a CELE consultation

CELE consultations give you the opportunity to discuss any aspect of academic skills or English language with a tutor. They are available throughout terms and vacations. You can book up to 3 consultations per term; each consultation lasts 30 minutes.


To book a CELE consultation, go to <https://www.nottingham.ac.uk/cele/alcs/consultations.aspx>

At the bottom of the page you will see the below screen, click on where it says 'Book your consultation'.

Consultation term dates 2021/22

- Term 1: 11 October 2021 to 22 December 2021
- Term 2: 4 January 2022 to 25 March 2022
- Term 3: 28 March 2022 to 1 July 2022 (excluding 15, 18 and 19 April, 2 May, 2 and 3 June)
- Term 4: 4 July 2022 to 16 September (excluding 29 August)

Please download the [booking guidance](#)  to find out how to book a consultation.

Book your consultation 

You will then be provided with a list of available consultation slots with tutors. Please select the most appropriate time and date that fits when you are available by clicking on 'Book'.

NB: more slots become available every week. Alternatively you can add yourself to a waiting list if it is already fully booked.

AVAILABLE COURSES

Consultation - Angela

Consultation - David

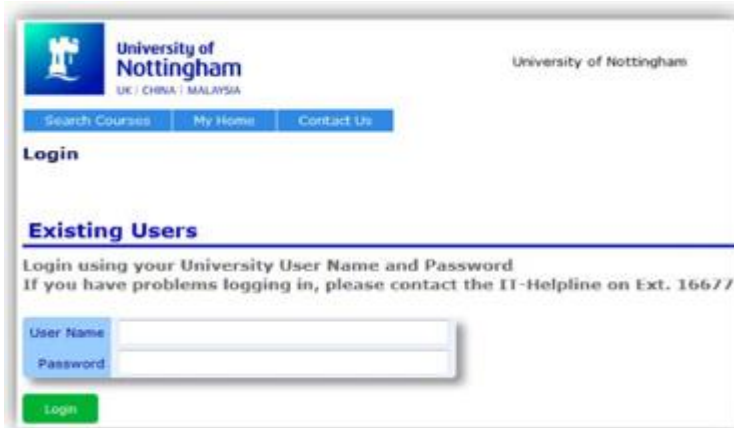
Consultation - John R

Consultation - Shasha

DATES AVAILABLE

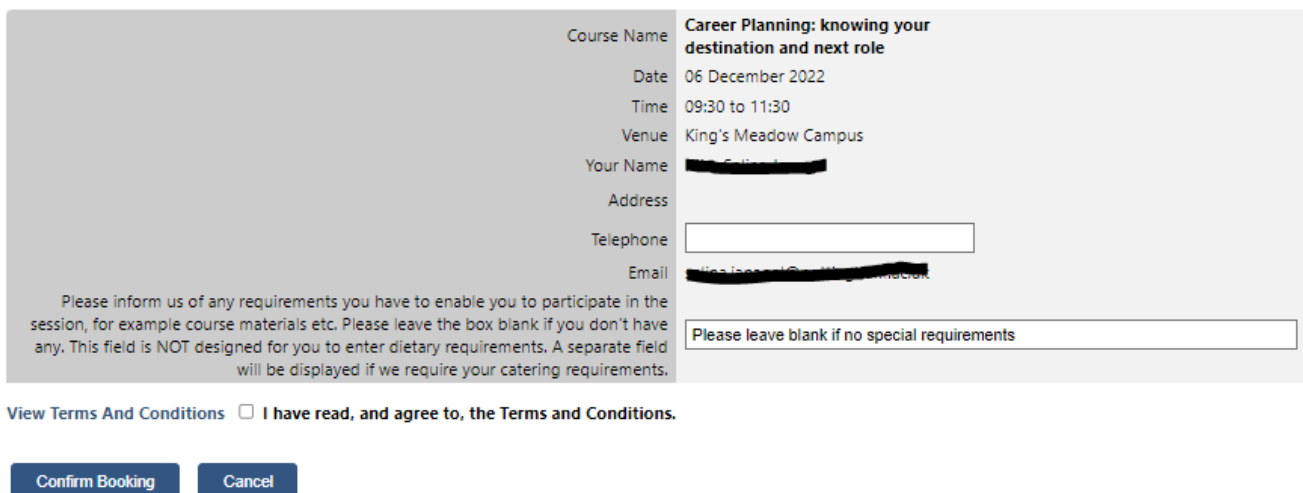
Course Name	Location	Start Date	All Dates	Times	Places Available	Book
Consultation - Shasha	MS Teams	02 September 2022	02 September 2022	1:30pm - 2:00pm	1	Booking Closed
Consultation - John R	TEAMS (Online)	05 September 2022	05 September 2022	10:00am - 10:30am	0	Add to Waiting List
Consultation - John R	TEAMS (Online)	05 September 2022	05 September 2022	10:30am - 11:00am	0	Add to Waiting List
Consultation - John R	TEAMS (Online)	05 September 2022	05 September 2022	12:00pm - 12:30pm	0	Add to Waiting List
Consultation - John R	TEAMS (Online)	05 September 2022	05 September 2022	12:30pm - 1:00pm	0	Add to Waiting List
CELE Consultation - Angela	Microsoft Teams	05 September 2022	05 September 2022	2:00pm - 2:30pm	0	Add to Waiting List
CELE Consultation - Angela	Microsoft Teams	05 September 2022	05 September 2022	2:30pm - 3:00pm	0	Add to Waiting List
CELE Consultation - Angela	Microsoft Teams	05 September 2022	05 September 2022	3:00pm - 3:30pm	0	Add to Waiting List

You will be asked to log in using your University username and password



The image shows the University of Nottingham login page. At the top left is the University of Nottingham logo with the text 'University of Nottingham' and 'UK | CHINA | MALAYSIA'. To the right, it says 'University of Nottingham'. Below the logo are three buttons: 'Search Courses', 'My Home', and 'Contact Us'. The main heading is 'Login'. Underneath, there is a section titled 'Existing Users' with a sub-heading 'Login using your University User Name and Password' and a note 'If you have problems logging in, please contact the IT-Helpline on Ext. 16677'. There are two input fields: 'User Name' and 'Password'. A green 'Login' button is at the bottom left.

You will need to confirm the booking by accept the terms and conditions of the booking and clicking on 'confirm booking'.



The image shows a booking confirmation form. It has a table-like structure with the following fields:

Course Name	Career Planning: knowing your destination and next role
Date	06 December 2022
Time	09:30 to 11:30
Venue	King's Meadow Campus
Your Name	[Redacted]
Address	[Redacted]
Telephone	[Input field]
Email	[Redacted]

Below the table, there is a text box for special requirements: "Please inform us of any requirements you have to enable you to participate in the session, for example course materials etc. Please leave the box blank if you don't have any. This field is NOT designed for you to enter dietary requirements. A separate field will be displayed if we require your catering requirements." Below this is another input field with the text "Please leave blank if no special requirements".

At the bottom, there is a checkbox: "View Terms And Conditions I have read, and agree to, the Terms and Conditions." Below this are two buttons: "Confirm Booking" and "Cancel".

You will then receive an email confirmation of your booking containing all of the information you need to attend the session. If you have picked an online consultation, please note that a calendar appointment will be sent separately by the tutor closer to the time of the consultation.

Any queries please contact TT-ALCS TT-ALCS@exmail.nottingham.ac.uk