**LLC TUTORING SCHEDULE FALL 2013 9-17**

Appointments start on the hour or half-hour (see the schedule) and last for 45 minutes. **Sessions take place in the Seminar Room (L012) or the granite study tables nearby, on the ground floor of Hanover in the Commons Residential area.**  All meetings will be face-to-face and you should bring a print copy of your draft unless you are going over ideas. Tutoring **begins Tues Sept 24th** and ends Thurs Dec 12th. There will be no tutoring the week of Thanksgiving break (Nov 25-29) for a total of 10+ weeks of tutoring for LLC students.

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| Mon | Tues | Wed | Thurs | Fri |
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| **Brian12-1pm**Hanover study tables downstairs**Jessica1-3pm**Hanover L012 |  |  |  |  |
|  | **Brian1-4pm**Hanover L012**Jessica1-4pm**Hanover L012 |  |  |
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|  | **Jessica5-7pm**Hanover L012**Dylan5:30--7pm**Hanover L012 |  | **Jessica5-7pm**Hanover L012**Dylan5-7pm**Hanover L012 |  |
| **Dylan6--8pm**Hanover L012 |  |  |  |  |
|  |  | **Brian7:30-10pm**Hanover L012 |  |
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**SUMMARY OF TUTORS HOURS**

**Brian** Mon 12-1pm; Wed 1-4pm; Thurs 7:30-10pm (6.5 hours)
**Dylan** Mon 6-8pm; Tues 5:30-7pm; Thurs 5-7pm (5.5 hours)
**Jessica** Mon 1-3pm; Tues 5-7pm; Wed 1-4pm; Thurs 5-7pm (9 hours)
 21 HOURS A WEEK TOTAL PER WEEK

**HOW DO YOU MAKE AN APPOINTMENT?**

We will be using SlyReply <slyreply.com> as an online signup sheet for tutoring appointments.

1) Using any internet browser, type the following URL:

<<http://www.slyreply.com/app/sheets/4owpwpwc7q7d/>>

2)  Under each day will be a time slot and the tutor who is available for that time slot.

 Click the green “Sign Up!” link to the right of a desired time slot.

 (If a time slot is unavailable, the link will not be visible.)

3)  Fill out the Sign-up sheet with the required information and click on the “Sign Up Now” button.

Congratulations! You have now signed up for a tutoring appointment!

You will receive an email from SlyReply confirming your appointment.

4)  No changes can be made **on the day before** **or the day of** your tutoring appointment.

You will receive a reminder email from SlyReply.

Contact “trcdesk@gmu.edu” if you need to make any appointment changes.