**LLC TUTORING SCHEDULE FALL 2014**

Appointments start on the hour or half-hour (see the schedule below) and last for 45 minutes. Sessions take place in the Seminar Room **(L012) on the ground floor of Hanover in the Commons Residential area** (except Wed Nov 12th when at tables across from LLC offices)**.**  The Tutor/mentors’ office is past LLC Directors and Coordinator’s office, to the left and the end of the hall. 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 16th** and **ends Thurs Dec 11th**. There will be no tutoring the week of Thanksgiving break (Nov 24-28) for a total of 11 weeks of tutoring for LLC students.

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| Mon | Tues | Wed | Thurs | Fri |
|  |  |  |  |  |
|  |  |  |  | **Jessica10-1pm** |
|  |  |  |  |
|  | **Jessica11-2pm****LLC CLASSES 101 at 10:30, 12, 1:30**  | UNIV 150 Bus 10:30-12:20 JC | **LLC CLASSES 10:30, 12, 1:30** |  |
|  |  |
| ROOM BOOKED 2-5 TUES |  |  |
|  |  |
| **David4-7pm** |  | **David3-6pm** |  |
| **David5-8pm** | UNIV 150 Engin 4:30-6:30 Hanover |  |
| **Bobby7-10pm** | **Bobby7-10pm** | **Bobby6:30-7:30pm** | **Jessica6-9pm****Bobby7-10pm** |  |
| ROOM BOOKED 7:30-9:30 WED |  |
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**SUMMARY OF TUTORS HOURS**

**Jessica** Tues 11am-2pm; Thurs 6-9pm; Fri 10am-1pm (9 hours)
**David** Mon 4-7pm; Tues 5-8pm; Thurs 3-6pm (9 hours)
**Bobby** Mon 7-10pm; Tues 7-10pm; Wed 6:30-7:30pm; Thurs 7-10pm (10 hours)
 28 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/697e9zhxxrj8/>>

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)  You should **sign up at least the day before your appointment. Changes should be made the day before your appointment** (or in the case of sickness and emergencies, four hours before your tutoring appointment).

You will receive a reminder email from SlyReply.

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