**LLC TUTORING SCHEDULE FALL 2012 UPDATED 9-17**

Appointments start on the hour or half-hour (see the schedule) and last for 45 minutes. **Sessions take place in the Eastern Shore Multi-Purpose Room** (the tutors’ office to the right, after you enter the building from the left side of the room) and will be face-to-face. The Multi-Purpose Room has a window facing out that you can knock on so the tutors can let you in. Tutoring **begins Tues Sept 25** and ends Thurs Dec 13th. There will be no tutoring the week of Thanksgiving break (Nov 19-23) and a total of 10+ weeks of tutoring will be available to LLC students. SEE 2ND PAGE FOR HOW TO MAKE AN APPOINTMENT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri | Sun |
| 9:00am |  |  |  |  | **Dylan9-11am****Jessica10am-1pm**(11/9 9am-10am only) |  |
| 10:00am |  |  |  |  |
| 11:00am |  |  |  |  |  |
| 12:00pm |  |  |  |  |  |
| 1:00pm | **Brian1:30-3:30pm****Jessica3:30-5:30pm** |  | **Jessica** 4-6pm(10/17 & 12/12 no hours) |  |  | **Brian1-3pm** |
| 2:00pm | **Dylan2--3pm**(10/9 no hours 2-3pm)**Brian5-7pm** (11/6 no hours 2-7pm) |  |  |
| 3:00pm |  |  |  |
| 4:00pm |  |  |  |
| 5:00pm |  |  |
| 6:00pm |  |  |  |  |
| 7:00pm | **Dylan7--10pm** |  | **Brian6-7pm** | **Dylan7--10pm** |  |  |
| 8:00pm | **Brian8-10pm** |  |  |
| 9:00pm |  |  |
| 10:00pm |  |  |  |

**SUMMARY OF TUTORS HOURS**

**Brian** Mon 1:30-3:30pm; Tues 5-7 & 8-10pm; Wed 6-7pm; Sun 1-3pm (9 hours)
**Dylan** Mon 7-10pm; Tues 2-3pm; Thurs 7-10pm; Fri 9-11am (9 hours)
**Jessica** Mon 3:30-5:30pm; Wed 4-6pm; Fri 10am-1pm (7 hours)

**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/Event/EventDetails.aspx?eid=CvS37ZNfVCw%3d

(This link will also be emailed to you.)

1. 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.)

1. 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.

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

You will receive an email from “trcdesk@gmu.edu” as a reminder the day before.

Contact “trcdesk@gmu.edu” if you need to make any changes **prior** to the day before. You can still make changes up to the day before.

Example: If your appointment is on a Wednesday changes can be made up to Monday evening by contacting “trcdesk@gmu.edu.” If you do not make any changes, you will still receive the reminder email on Tuesday.