**LLC TUTORING SCHEDULE SPRING 2017**Appointments start on the hour or half-hour (see the schedule below) and last for 45 minutes. Sessions take place in the **Eisenhower Hall G101** ([**Lounge Middle Office, room 1059**](http://mason.gmu.edu/~kthomps4/202-s17/Eisenhower-G101-Office-1059.jpg)) and occasionally on Wed 12-2pm in **G115** (**Multi-Media room**). All meetings are face-to-face and you should bring a print copy of your draft unless you are going over ideas. Tutoring **begins Mon Feb 20th** and **ends Tues May 9h**. There will be no tutoring the week of Spring Break (March 13-17).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| **John  10am-12pm  Eisenhower G101 office 1059** |  |  |  |  |
|  | **John 12-2pm  Eisenhower G101 office 1059** | **John 12-2pm  Eisenhower G101 office or G115 (multi-media)** |  | **John 12-3pm Eisenhower G101 office 1059** |
|  |  |  | **John 1-3pm  Eisenhower G101 office 1059** |  |
| **David 2-4pm Eisenhower G101 office 1059** |  | **David 2-4pm Eisenhower G101 office 1059** | **David 1-3pm Eisenhower G101 office 1059** |  |
|  | **David 5-7pm Eisenhower G101 office 1059** |  |  |  |
| **David 9-11pm Eisenhower G101 office 1059** |  |  | **John 8-10pm Eisenhower G101 office 1059** |  |

**SUMMARY OF TUTORS HOURS**

**David** Mon 2-4pm & 9-11pm; Tues 5-7pm; Wed 2-4pm; Thurs 1-3pm  
(10 hours total a week)

**John** Mon 10am-12pm; Tues 12-2pm; Wed 12-2pm; Thurs 1-3pm & 8-10pm; Fri 12-3pm  
(13 hours total a week)

**HOW DO YOU MAKE AN APPOINTMENT?**

We will be using Acuity as an online signup sheet for tutoring appointments.

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

<https://app.acuityscheduling.com/schedule.php?owner=11678545>

2)  **Go to the LLC Tutoring calendar and pick *Any available***   
 You can also look at the availability for a specific tutor (David or John only) under their names.

3) **Under each day will be time slots, click on the day and time you want to sign up for   
 and click Continue**. If a time slot is unavailable, the day and time will not appear.

3)  **Fill out the Sign-up sheet with the required information including your first and last name and email (phone optional for text reminder).**

**4) Complete Appointment**.

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

You will receive an email from Acuity confirming your appointment and then reminder emails 48 and 3 hours before your session.

5)  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/emergencies, cancel your appointment three hours before it begins and contact your instructor). **If you do not cancel an appointment you will need to do two make-up appointments.** If this happens a second time, your participation grade will be lowered.

6) **Instructions and a link for editing and changing appointments are in the email reminders from Acuity** you will receive.