

5XX first-year tutoring sign-up instructions

1 Contact info:

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2 Sign-up instructions:

1. Navigate to the public [Google calendar](#) to see tutoring times, the first-year class schedule, and professor and TA office hours. Alternatively, use [this link](#) to see the calendar without logging into Google. We will do our best to keep this calendar updated.
2. Visit the [Google appointment schedule](#) to find available times and to book your appointment. This link is also included in the 5XX event descriptions and on the Canvas pages.
3. Sign up at least 24 hours in advance. Appointments are listed in hour-long slots. You can select multiple sessions if you would like more time. Include the following information in the booking details:
 - Name(s). If attending as a group, please include all names. This information will only be shared with the tutors—no one else can see who signed up.
 - Email address of the person booking the appointment.
 - Description of the topic that will be discussed. Specificity is appreciated, but the session doesn't have to be limited by the booking details.
4. If none of the listed times work for you, please email one of the tutors to arrange another meeting time.
5. Show up at the appointment time! We will be meeting on the fourth floor, in room B405 when available. We've tried to schedule that room for as much time as possible, but if it is already in use, we will move to a nearby conference room.