

Tutors - Please Complete the Form Below for UTS Staff so that we can develop your tutoring availabilities on TutorTrac. Keep the following guidelines in mind as you choose times:

- Sessions will be posted in 1 hour blocks of time and actual session times should approximate one hour. Sessions must occur between 8am and 9pm Mon-Thursday or 8am-5pm on Fridays
- You may begin a session on the half hour, ex. 3:30-4:30 pm.
- Start conservatively with your available hours, you can always open up additional times. This is much easier than having to reschedule students when tutors commit to more hours than they can handle!
- Limit available hours to 16 total unless otherwise approved by the UTS director.
- All sessions must be held in the UTS lab, 208 D. D. Dougherty unless approved otherwise by the UTS Director
- Once established on TutorTrac, your schedule will not be altered without your approval or input. Any times that you have made available will remain available until scheduling ends several weeks prior to the end of the semester. Therefore, it is important to close off any times you do not wish to work ASAP via a lab manager or UTS Director should you wish to alter your schedule.
- If you do need to make major changes to your schedule, please see the Lab Manager on Duty or UTS Director for assistance.

Directions: Mark an "X" or type Tutor in the Cells below for the Time Blocks that you WANT to be available for Tutoring:

Requested Tutoring Schedule

Your Name:

Banner ID:

Phone Number:

Approved Subjects:

Jessica Fletcher
 Director of UTS
 RM 208 D. D. Dougherty Hall
 LAP
 Phone: 828 262-6809
 Fax: 828 264-6834



TIMES	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30 am					
8:30-9:00 am					
9:00-9:30 am					
9:30-10:00 am					
10:00-10:30 am					
10:30-11:00 am					
11:00-11:30 am					
11:30-12:00 pm					
12:00-12:30 pm					
12:30-1:00 pm					
1:00-1:30 pm					
1:30-2:00 pm					
2:00-2:30 pm					
2:30-3:00 pm					
3:00-3:30 pm					
3:30-4:00 pm					
4:00-4:30 pm					
4:30-5:00 pm					
5:00-5:30 pm					
5:30-6:00 pm					
6:00-6:30 pm					
6:30-7:00 pm					
7:00-7:30 pm					
7:30-8:00 pm					
8:00-8:30 pm					
8:30-9:00 pm					

Please write any additional notes that pertain to us making up your schedule: (i.e. a specific day that you know you will be unavailable, etc.)