

## **TUTORING SERVICES FALL 2009 SEMESTER SCHEDULE**

<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>MESSAGE</u></b>
Monday	August 24		Classes begin – First Tutoring assignments made.
Monday	September 7		<b>Labor Day</b> *University Holiday* Office Closed
Monday	September 14	5:00pm	<b>Time Sheets Due</b> Checks issued Sept. 30
Wednesday	September 30	5:00pm	<b>Time Sheets Due</b> Checks issued Oct. 15
Wednesday	October 14	5:00pm	<b>Time Sheets Due</b> Checks issued Oct. 30
Wednesday	October 28	5:00pm	<b>Time Sheets Due</b> Checks issued Nov. 13
Thursday	November 13	5:00pm	<b>Time Sheets Due</b> Checks issued Nov. 31
Thursday	November 19	5:00pm	<b>Time Sheets Due</b> Checks issued Dec. 15
	November 23-27		<b>Thanksgiving Break</b>
Friday	December 11	5:00pm	<b>Time Sheets Due</b> Checks issued Dec. 31
Friday	December 11	9-4pm	Student Staff Appreciation Day
Friday	December 11		<b>Last day to tutor **</b> (unless requested by tutees)
	December 14-18		<b>Finals Week</b>

\*\* If a tutee requests to be tutored until their final and you agree, this is allowed. This deadline is to give you the option of concentrating on your own finals preparation.

# Any time sheets submitted after this deadline will not be processed until the first payroll of the Spring Semester.

— Please submit time sheets every two weeks to insure timely payment.