

TUTORING SERVICES SPRING 2009 SEMESTER SCHEDULE

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>MESSAGE</u>
Monday	January 12		Classes begin- 1 st Tutoring assignments made.
Monday	January 19		Martin Luther King, Jr. Day *University Holiday* Office Closed
Thursday	January 29	5:00pm	Time Sheets Due Checks issued Feb. 13
Thursday	February 12	5:00pm	Time Sheets Due Checks issued Feb. 27
Thursday	February 26	5:00pm	Time Sheets Due Checks issued March 13
Wednesday	March 11	5:00pm	Time Sheets Due Checks issued March 31
	(Payroll clerk on break, late time sheets will not Be processed until next payment period)		
	March 16-20		Spring Break
Friday	March 27	5:00pm	Time Sheets Due Checks issued April 15
Tuesday	April 14	5:00pm	Time Sheets Due Checks issued April 30
Thursday	April 30	5:00pm	Time Sheets Due Checks issued May 15
Friday	May 1	All Day	Student Staff Appreciation Day
Friday	May 1		Last day to tutor ** (unless requested by tutees)
	May 4 - 8		Finals Week
Friday	May 8 [#]	5:00pm	Time Sheets Due Checks issued May 29

** If 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 Summer Semester.

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