

TUTOR SCHEDULE OF AVAILABILITY

TODAY'S DATE _____

NAME _____ PHONE# _____ #MCC UNITS _____

SEMESTER: Fall Spring Summer YEAR: _____ CAMPUS(ES): OC SAN CLC

if you would like to add or remove courses you tutor, you must first notify your supervisor

ALL COURSES I TUTOR: _____

1. Provide your **CLASS SCHEDULE** by writing the course title and instructor's name in the appropriate rectangles. If a class does not begin or end on the hour, write in the beginning or ending time.
2. Include other **MIRACOSTA ACTIVITIES** in which you are involved and/or other **JOBS** on campus.
3. Use a **BLACK MARKER** to **DRAW A BOX** around the rectangles during which you **ARE AVAILABLE** for Tutoring assignments. If you will be available at more than one campus, label which campus your availability is for. The gray rectangles occur outside our regular tutoring hours for OC and SAN; you must provide **at least 10 hours** of availability.

-Select one of the following scheduling options:

- I would like at least 24 hours' notice for appointments being scheduled. (****)
- I would like to waive the 24 hour notice and allow appointments to be booked until 7pm for any of my availability the following day. (*NO24*)

-Will you be working any other jobs on campus this semester? No Yes, department & hours per week _____

HOUR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 ^{am}					
8 ⁰⁰					
9 ⁰⁰					
10 ⁰⁰					
11 ⁰⁰					
12 ^{pm}					
1 ⁰⁰					
2 ⁰⁰					
3 ⁰⁰					
4 ⁰⁰					OFFICE USE ONLY: <input type="checkbox"/> FLS _____ <input type="checkbox"/> Drop-ins _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Schedule confirmed with tutor <input type="checkbox"/> Schedule entered into SARS Grid <input type="checkbox"/> Training entered into SARS Grid Notes: _____ _____ _____
5 ⁰⁰					
6 ⁰⁰					
7 ⁰⁰ <small>CLC open to 8pm</small>					
8 ⁰⁰					
9 ⁰⁰					