

Dear Mounties

Professional tutoring (both in-person and virtual) will be scheduled through [tutortrac](#) and held in the Library/Learning Commons or via **Google Meet**, respectively.

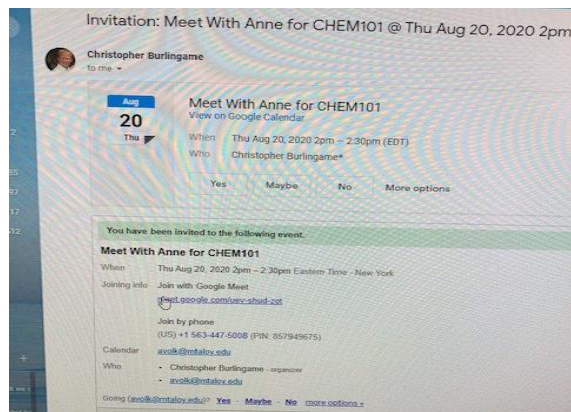
The process for professional tutoring appointments is as follows.

1. Schedule your appointment in tutortrac.

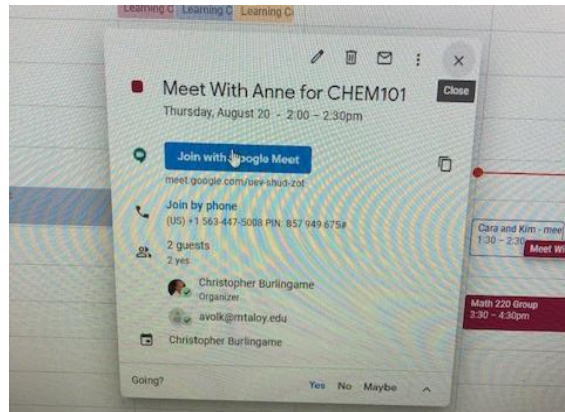
Be sure to select a 'Reason' that specifies whether the appointment will be Virtual or Face-to-Face

2. For writing help (including in-person sessions), share a **Google Doc** of the work to be reviewed with Dr. Chris Burlingame. We will no longer be exchanging hard copies of papers. A computer in the library, beside Dr. Burlingame's desk, is reserved for in-person writing appointments.
3. The tutor will send a Google Calendar invite that includes the Google Meet link (if the appointment is virtual). The student can access the Google Meet link either through their email account or through the Google Calendar that is a part of their MAC G Suite.

EMAIL VIEW



CALENDAR VIEW



Note: The Peer Writing Center tutors will be available for drop-ins or by appointment. Check [tutortrac](#) or the Peer Writing Center in the library for availabilities.

Class-specific peer tutors will be available on a limited basis.

Please direct any questions or concerns to your tutor.

Thank you for your understanding and cooperation,

The Learning Commons Staff