**IN GENERAL:**
- DON’T CANCEL SESSIONS WITHOUT NOTIFYING THE OFFICE FIRST
- DO USE THE **PINK** CANCELLATION FORM—2 DAYS IN ADVANCE PLEASE!
- DON’T BE LATE FOR SESSIONS, DROP-IN OR APPOINTMENTS
- DO CHECK YOUR E-MAIL AND MAILBOX OFTEN FOR UPDATES
- DO REDUCE, DOUBLE SIDE & USE MAINLY WHITE PAPER WHEN COPYING
- DO COMPLETE & APPROVE YOUR KRONOS CARD BY SATURDAY OF PAY PERIOD END

**TIMESHEETS & ATTENDANCE**
- DO FILL OUT TIMESHEETS COMPLETELY—ROUND OFF TO THE 1/4 HOUR.
- DON’T FORGET TO KEEP ATTENDANCE RECORDS—ACCURACY COUNTS!
- DON’T ALLOW STUDENTS TO WRITE ON OR VIEW ANY TIMESHEET
- DO MARK EXCUSED STUDENTS WITH AN “E” ON YOUR GROUP TIMESHEET
- DO ADD ANY NEW STUDENT’S FULL NAME & PERM TO YOUR GROUP ROSTER
- DON’T FORGET TO SIGN DROP-IN TIMESHEETS AND FILE IN THE BINDER
- DO USE THE **GREEN** ATTENDANCE SHEETS & ATTENDANCE SLIPS FOR REVIEWS
- DON’T FORGET TO TURN IN TIMESHEETS ON TIME EVERY OTHER FRIDAY

**FOR TUTORIAL GROUPS & REVIEW SESSIONS**
- DON’T ENCOURAGE CRASHING—MAKE SURE STUDENTS ENROLL OFFICIALLY
- DON’T LECTURE EXTENSIVELY—COVER KEY PROBLEMS & CONCEPTS
- DO ENCOURAGE STUDENT PARTICIPATION: GIVE & GET FEEDBACK
- DO TALK TO STUDENTS ABOUT GENERAL STUDY SKILLS
- DON’T FORGET TO RESERVE A ROOM IN ADVANCE W/ AMY FOR YOUR REVIEW
- DO NOTIFY AMY IF YOU CHANGE OR CANCEL YOUR REVIEW
- DON’T HAVE A REVIEW LAST MORE THAN 2 HRS (MIDTERMS) OR 3 HRS (FINALS)

**REGARDING INTERACTION WITH PROFESSORS**
- DO INTRODUCE YOURSELF AT THE BEGINNING OF THE QUARTER
- DO HEED ANY OF THEIR REQUESTS OR SUGGESTIONS
- DON’T CONTRADICT THEIR INFORMATION. USE DIPLOMACY!
- DON’T UNDERMINE OR SPEAK NEGATIVELY ABOUT PROFESSORS…EVER