

## Information from LSS on CHEM1B-02 Weekly Tutoring Sessions

### How to sign up for a weekly tutoring session through the On-line Tutor Sign-up System (OTSS):

1. Register with the Online Tutor Sign-up System at: [eop.sa.ucsc.edu/OTSS/otssreg/](http://eop.sa.ucsc.edu/OTSS/otssreg/)  
*This step must be done EACH quarter.*

After you have registered, you should be redirected to the login page at: [eop.sa.ucsc.edu/OTSS/tutorsignup/](http://eop.sa.ucsc.edu/OTSS/tutorsignup/)

### Sign-ups begin September 30th at 5:00PM

1. Click "Find a Tutor"
2. Choose "Subject" for class-specific assistance
3. Find the department using the drop-down menu, "**Chemistry and Biochemistry**"
4. Type in the course number - "**1B-02**" (without the quotation marks)
  1. You have to type in "**1B-02**" in order to find a tutor that has been specifically assigned to your course. If you only type in 1B, you will find tutoring sessions for a different class.
5. Select a session that fits into your schedule (click on radio button)
6. Click "Add Selected Tutoring Session"  
*If nothing works with your schedule you will need to bring a copy of your schedule into the LSS front office located in the ARCenter room 221.*
7. You will receive an email confirmation from your tutor within 24 hours after signing up.

*thanks to Sharon Castro !!!*