

OrgoPrep Spring 2012

To register for an OrgoPrep section please follow the instructions listed below on pages 1-3.

This program is best suited for undergraduate students at BU who will be taking organic chemistry over the summer or in the Fall semester.

OrgoPrep is a non-credit course and is completely voluntary for students who wish to participate. However, please do not register for a section if you aren't planning on attending. There are many BU students who would like to participate and a limited number of spaces. So please, do not take a seat away from one of your fellow Terriers if you don't intend to participate.

Questions about changing sections, cancelling your enrollment, and what to do if you cannot find a spot in a section can be answered by emailing orgoprep@gmail.com

Step 1: Go to the website <http://erctutor.bu.edu>

Step 2: Login using your BU login name and Kerberos password

Welcome! Please Log in

Enter your BU Login Name and Kerberos password, then press your *Enter* key or click the *Login* button. Instructions for signing up for appointments can be found on the left-hand side of your screen in the Campus Information box.

User Name:

Password:

Login

Students: have you forgotten your password? [Click here](#)

By signing up for an appointment, you acknowledge that you have read and understood the policies of the **Peer Tutoring** Program and of the **Writing Assistance** Program at the ERC.

Step 3: Click the Search Availability button

Student Options

Search Availability...

Help

TutorTrac Main Menu

Welcome!

Welcome to the Educational Resource Center's TutorTrac system. Using this software, you will be able to search for appointments in both the

Step 4: From the dropdown menu choose the OrgoPrep center

Step 5: Select OrgoPrep as your section


Search Criteria:

Center: ▼

- Writing Assistance
- Peer Tutoring Center
- OrgoPrep**

Time: 9:00a to 10:00p

Days: **MON TUE WED THU FRI SAT SUN**




Search Criteria:

Center: ▼

Section: ▼

Sections:

- OrgoPrep** OrgoPrep



Step 6: Click Search to show which sections are available and have seats that are open. You will see a screen that shows available sections listed by Date and the start and end time of each section.

Search Criteria:

Center: ▼


Section: ▼

From:

To:

Time: 9:00a to 10:00p

Days: **MON TUE WED THU FRI SAT SUN**



Boston University

Key: drop in 1 on 1 multi-person class or group

move the mouse over an availability to view the location

Available Time Slots:		
Tue 2/7/2012	Wed 2/8/2012	Thu 2/9/2012
Sharmin 5:00 PM - 6:30 PM	Nick 12:30 PM - 2:00 PM	Greg 2:00 PM - 3:30 PM
		Chris 11:00 AM - 12:30 PM
		Andrew 3:30 PM - 5:00 PM
		Ploy 5:00 PM - 6:30 PM

Appointments Entry

Student: Rhetf Terrier
00000002

Staff

Appointment Info

Center:

Subject:

Reason:

Date: 2/9/2012 Time: To:

Recurring Appt Type: Weekly

Notes:

Created 00/00/00 at 00:00:00 by
Modified 00/00/00 at 00:00:00 by

Step 7: Once you find a section that is available and works with your schedule, you can click on the section and the following window will appear. Clicking Save will complete your registration. You will receive a confirmation email shortly after saving that confirms if you have successfully completed the process. Please note that emails generated by the registration system will only be sent to your @bu.edu account, so please make sure you don't have a filter preventing this from happening.

Your email will contain the confirmation of your spot as well as the location and start time of your section. All sections will begin the week of February 6th and continue until the final week of March.

You will also be contacted by your OrgoPrep section leaders prior to the first class. If you have any questions, please contact orgoprep@gmail.com.