School of Medicine: Peer Assisted Learning

How to Sign Up

Please read these instructions and watch the [short video](#) that goes along with it.

1. *****If its your first time making an appointment, please go to signupgenius.com and make an account using your vcu email! This will allow you to track and cancel appointments if needed.*

2. **Then go to SignUp Genius using this [link](#):**
   a. https://www.signupgenius.com/go/805094BABA62BA3FD0-peer1

3. **Sign up for an available 1-1 or group session 48 hours ahead of the time slot.**
   a. In the comments section, <u>write in the course/clerkship/or board exam</u> you want to cover.
   b. <u>Do not sign up in a spot that says "RESERVED"</u>
   c. <u>Use tutor profiles</u> (found on e-Board) to make sure they are comfortable teaching the content you want.

4. **Send your tutor an email with the session contents below (copy and paste into email) ASAP.**
   a. Session Date & Time:
   b. Name of Course or Clerkship:
   c. Specific Subject:
   d. Preferred format of session:
   e. Any materials I will to bring:
   f. My phone number (optional):
   g. Preferred Location:
   h. Other information you want to include:

5. **Communicate what is needed and meet with your tutor!**

6. **Fill out an evaluation form that will be emailed to you.**

OR…

1. Directly email a tutor you prefer with the session contents (as in #3 above)
   a. There is no guarantee the tutor will be available.
2. If the tutor agrees, set up a date and time.
3. The tutor will make an appointment on SignUp Genius labeled "RESERVED"
4. Please use the SignUp genius link to confirm you will be there and <u>still type the topic in the comments.</u>

Important: You must sign up AND send your tutor the email **48 hours before** the appointment to give them time to prepare. You must also schedule every appointment on SignUp Genius, even if you directly contact your tutor. If you start to feel you *need* >2 hours of tutoring/week to pass, please contact the curriculum office.

If you think there is a topic where a group session will be helpful, email safdark@vcu.edu and Komal (M4) will see if anyone is available to lead one.