

How to Change Mathematics Tutorials

~ ~ ~ ~ **Please READ before asking questions** ~ ~ ~ ~

Please follow the instructions below to change you MAT tutorial(s):

1. Log into a Windows XP professional machine (**Located on the 4th floor computer labs in the B-Wing**)
2. Click on Start → Programs → Remote Connections → PC X-Ware → X-Windows Fissure
3. Log into X-Windows Fissure using your **Intranet** username/password
 - (A) Enter your username and press "Enter" (NOT "Tab")
 - (B) Enter your password and press "Enter" (Note: You will not be able to see anything being typed as you enter your password. This IS normal)
4. You will see a Command Prompt.
5. At the Command Prompt, enter the command "**Section**" (with a capital S and without the " ").
6. The Section program will load and a window will pop up. Using your mouse:
 - (A) Choose the Course you're registered in
 - (B) Choose one of the tutorials available (Tutorials available are a different shade than the ones not available. You can also look at how many spaces are available and how many people are registered to see if the tutorial is available)
 - (C) Confirm changes and log out.

IMPORTANT: You only have TWO changes. If you use those up, you will have to stay in the tutorial you've enrolled in. Therefore, please choose carefully.

Please **do not** use the computers in the Library, the Sunray terminals, Math Lab computers or Physics Lab computers.

Please attend the tutorial you are enrolled in. If you are NOT enrolled in a tutorial but write a quiz in it or hand in an assignment, the TAs will NOT mark it.

If, after doing all this, you still face problems, please contact Kelly Squier in SW628A (6th floor- Science Wing) during the hours of 9-5 M-F, with exception of 1-2 daily. Please note **your timetable will be checked** and you will be assigned to a lower enrolment tutorial that fits within your schedule. You may not be assigned the tutorial of your choice so it is best to follow the instructions above so you have better control over the tutorial you will be assigned.