

Professor Julien,

My name is Ryan Oba and I need to inform you of a slight change in scheduling, or rather location. In the previous email from Allison, she said that I would be in the Engineering Classrooms, but this has changed. I will be tutoring at the same days and times as previously listed, but rather than having two locations, the president of Pi Tau Sigma agreed to move me to Titan.

This means that the schedule looks like this:

Monday & Wednesday 2 - 4 pm in Titan (Mon - Allison, Weds - Courtney)

Monday & Wednesday 2 - 3 pm in the Titan (Ryan)

This way, if your students prefer to see the tutors in groups, they won't be divided between the two locations.

Sorry for the sudden change, but we appreciate your cooperation. Also, its good to hear that your students did well on your midterm.

I believe that the three of us will drop by your office hours after our classes finish at 2:00 tomorrow if we can, just to introduce ourselves.

Again thank you for your help,

Ryan Oba