

Instruction for Office Hours for 252:03 and 252:05

Hi everyone! As the rest of the university moves online, so too will my office hours and review sessions. For all correspondence, please use the email tjc210@scarletmail.rutgers.edu for the most rapid reply.

1. **Office Hours.** Previously, my office hours were 11-12 AM Tuesday/Friday for both sections. This will now change to the following:

For Man Shun Ma's course (section 3), the office hours will be 11-12 AM on Tuesday via Big Blue Button on Canvas.

For Ebru Toprak's course (section 5), the office hours will be 11-12 AM on Friday via Big Blue Button on Sakai.

There will be additional office hours for BOTH sections from 10-11 AM through webex. To join Webex, activate through the "service activation" option on <https://netid.rutgers.edu/index.htm> Please note it can take up to one hour to activate. Then go to webex.rutgers.edu and log in using your usual netid/password.

To join the webex office hours, please email me (at tjc210@scarletmail.rutgers.edu) at least *one hour* before the webex office hour starts so I can add you individually.

If you would like additional hours, let me know and we can set it up through Webex.

Office hours will *not* be recorded for confidentiality. Everyone will be allowed to use their microphone, webcam, share screen, etc. (if they want to) during this time to emulate in-person office hours to the best of our ability.

2. **Review Sessions.** As of right now, I do still plan on holding review sessions before the midterm exam. For Man Shun Ma's course (section 3) these will be done via Big Blue Button on Canvas, and for Ebru Toprak's course (section 5) these will be done via Big Blue Button on Sakai. These will be recorded for up to 14 days.