In order to make TA Hours as streamlined and helpful as possible, we developed this procedure. Be sure to attend the correct TA hours!

**Design Checks** are appointment-based, and run from Thursday to Friday.
1. You can sign up for a time slot in advance [here](#), and the Zoom link will be in the Google Calendar description.
2. Join the waiting room of the Zoom call a few minutes before your appointment.
3. When the TA is ready, they will admit you into the meeting from the waiting room.

**TA Hours** run for the rest of the assignment’s duration, and are queue-based.
1. Check when hours take place on our [calendar](#).
2. During a block of hours, you can use [SignMeUp](#) to join the queue. Please use a descriptive question when signing up!
3. Join the waiting room of the Zoom call, which will be linked in the title of the SignMeUp. You can also find the link in the calendar description.
4. When your ticket is claimed, the TA will admit you into the meeting from the waiting room.

**Accessibility**

The TAs are following a number of guidelines to ensure that TA Hours are as equitable and accessible as possible. Here are some things you should know:

- The times allocated for TA Hours may not work for you for reasons such as timezones, poor wifi connectivity, etc. If you’re having trouble attending for any reason, please message the HTA via email/slack/etc and we’d be happy to arrange something that works for you.
- We will never remove missing students from the queue. If you wish to be removed please message the TA at hours. If you’re marked as missing, stay in the waiting room and the TA will admit you once they’re finished with the previous student.
- If there are any barriers whatsoever to your participation in this course, some resources include: SEAS, our [anonymous feedback form](#), talking to the professor, etc.