[STUDENTS]

1. Navigate to **go/LT.**
   NOTE: The link is only available on Middlebury College campus for security reasons. If you would like to access the web app off-campus, follow the instructions under VPN at: *https://mediawiki.middlebury.edu/wiki/ LIS/Off-campus_Access.*

2. Select the **language**.

3. Choose the **date**.
   NOTE: The sign-up for each day is open until 1:45pm on that day.

4. When presented with a calendar for your language, please note that:
   a. green cell means that there are seats available on that date,
   b. yellow cell means that no seats are available but you can sign up for the waitlist,
   c. red cell means that sign-up for that date is closed or there are no seats.

5. Fill out your information: **first name, last name**, **course**, **8-digit Midd ID**, and **email**.
   NOTE: If you are not enrolled in any of the course options, please choose "Not Enrolled". If you are registering a prospective student, friend, or family member, please choose "Middlebury College Guest". If you are a member of faculty or staff, please choose "Faculty/Staff".

6. After you hit "Submit", make sure that you receive a confirmation email. This email clearly states whether you are signed up or waitlisted.
   a. If you are signed up, please show up at Redfield Proctor at 12:30pm on the day.
   b. **If you are waitlisted, there is no guarantee that you will have a spot. The system will notify you via email if you a spot opens up for you. If no spot opens up, you can still try to get in since some students don't show up and/or we may be able to pull up an extra chair or two. In this situation, we suggest coming at around 12:40pm to avoid waiting around.**

7. If you are no longer planning to attend Language Tables on a certain day, please cancel your reservation for that day. You can find the cancelation link in the confirmation email for that day.

8. For Japanese students who have exceeded the maximum number of sign-ups — please try again after 11:30am on the day for which you are attempting to sign up. The system will allow you to sign up then, and you are most likely to end up on the waitlist. As 3(b) points out, you can still try to get in.

9. If you have any questions, please email us at *languagetables@middlebury.edu.*

Figure 1