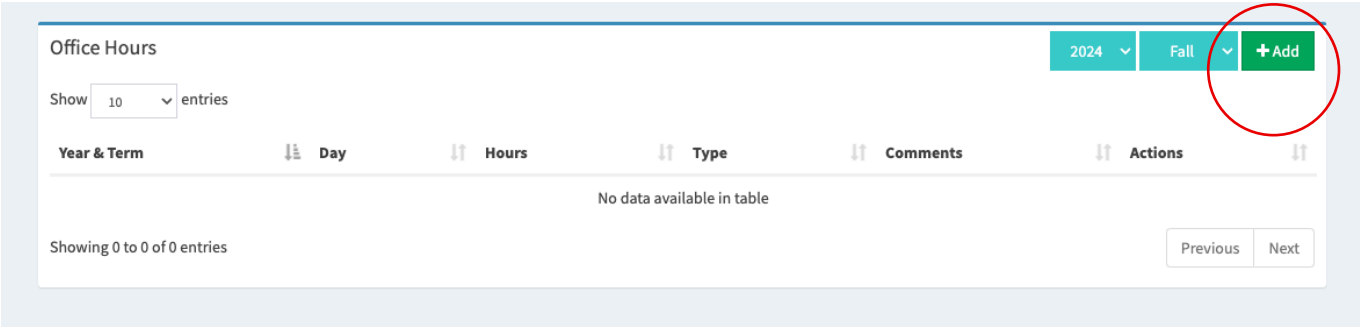
01

Add your office hours

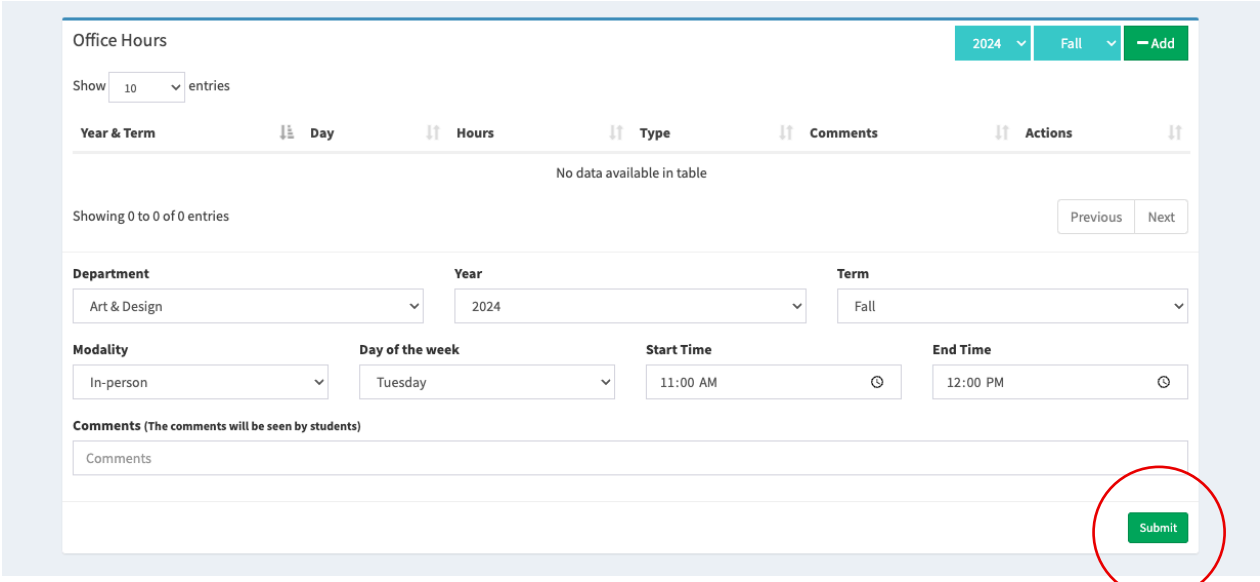
Click “+Add” to enter your office hours.



02

Enter your office hours using the drop down menus

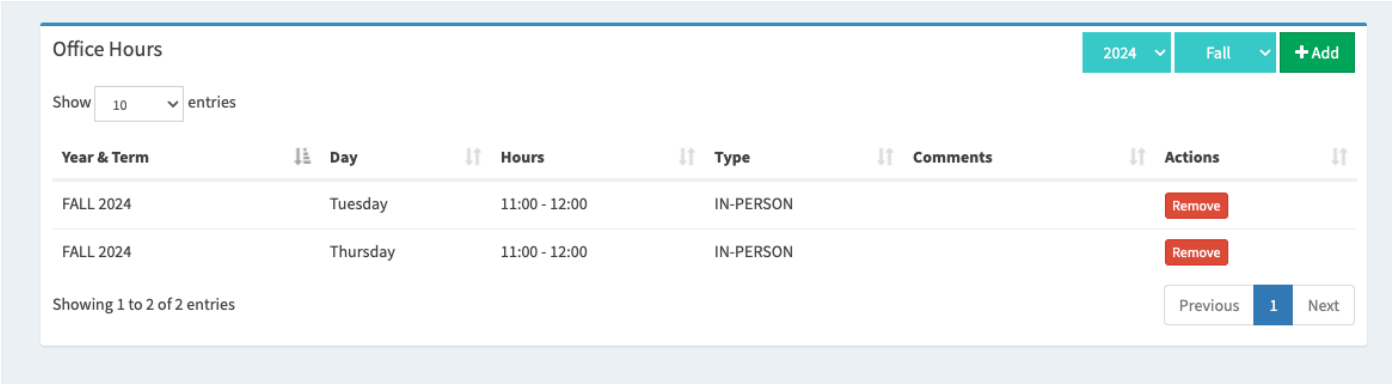
Use the drop down menus to select your department, year, term, modality, day of the week, start time and end time of your office hours. If you hold office hours on multiple days, you will need to enter them separately. You may also add comments for students. Click “Submit” when you have completed the form.



03

View your office hours

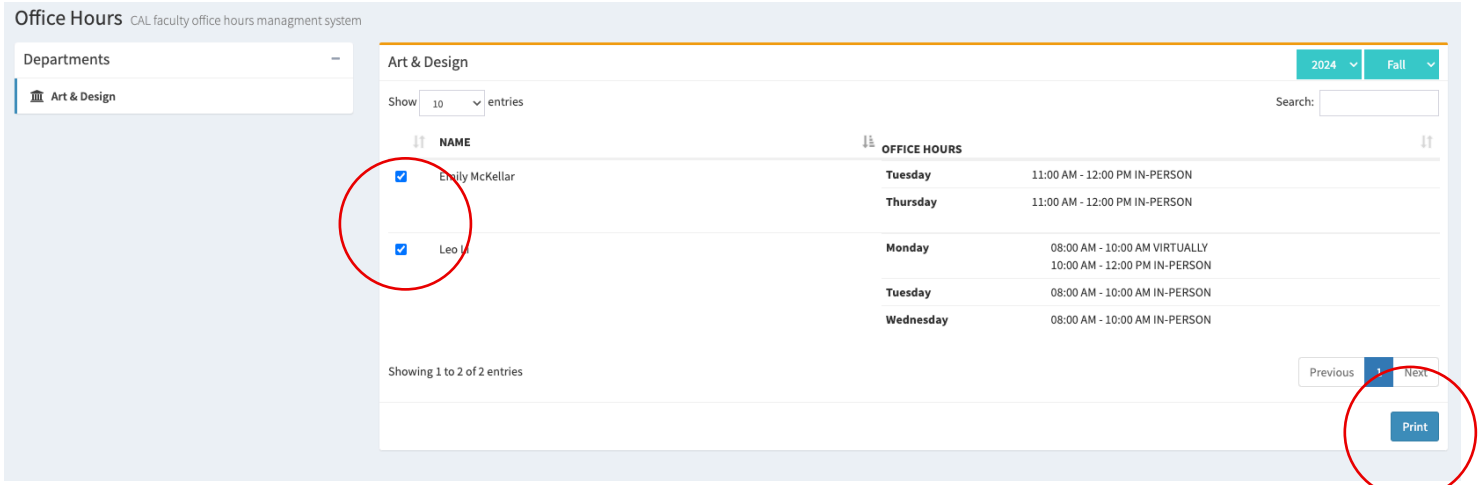
Once you have completed the form, you will be taken to a page that shows your current office hours. On this page you are able to add or remove your office hours. If you make any changes, please notify your department administrative support coordinator (ASC).



04

ASC will print your office hours

Below is what your department ASC will see once you have entered your office hours. Your ASC will be able to select which entries to print by checking the box next to your name, and clicking “Print.”



05

ASC will add office hours to your office door

Your department ASC will print out your office hours and place them on your door. Below is an example of what it will look like.

FACULTY
Emily McKellar
EMAIL
Emily.McKellar@csusb.edu
OFFICE HOURS

Tuesday:	11:00 AM - 12:00 PM IN-PERSON
Thursday:	11:00 AM - 12:00 PM IN-PERSON

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Department of Art and Design