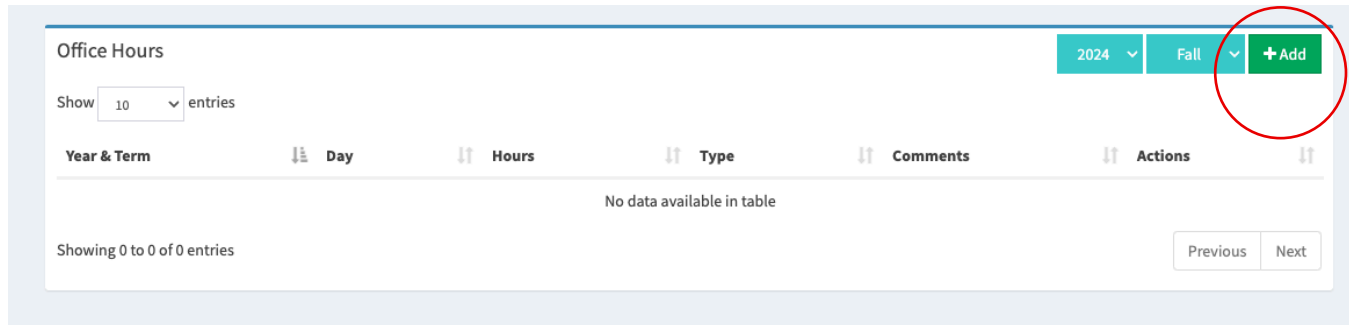


01

Add your office hours

Click “+Add” to enter your office hours.



Office Hours

2024 ▾ Fall ▾ + Add

Show 10 ▾ entries

Year & Term	Day	Hours	Type	Comments	Actions
No data available in table					

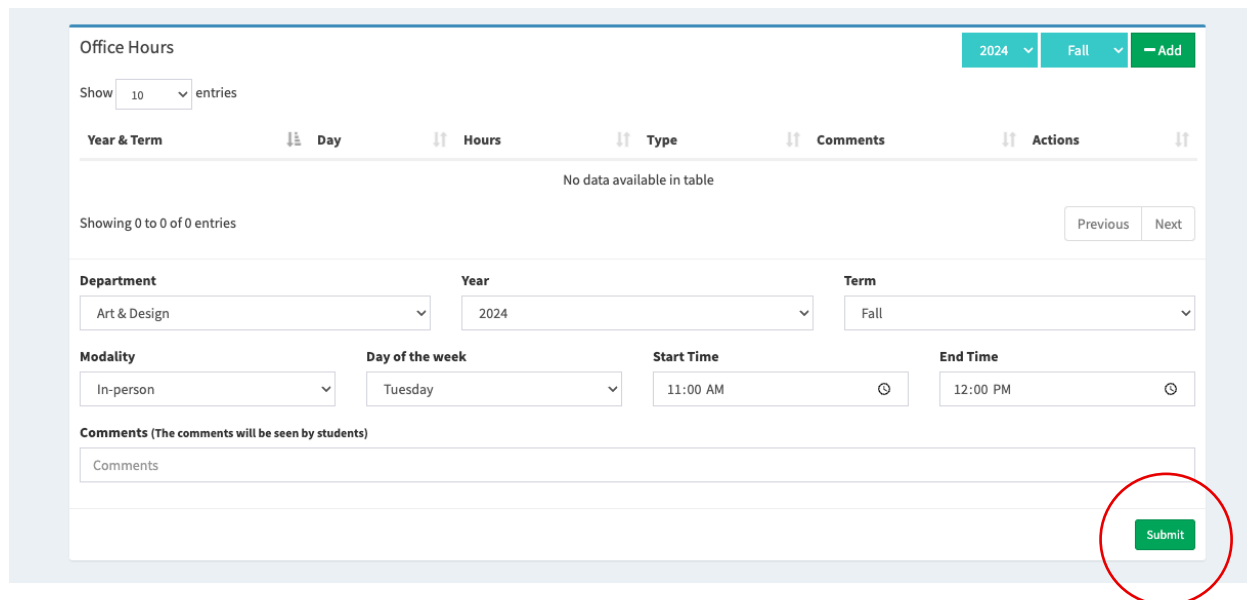
Showing 0 to 0 of 0 entries

Previous Next

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.



Office Hours

2024 ▾ Fall ▾ + Add

Show 10 ▾ entries

Year & Term	Day	Hours	Type	Comments	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

Department: Art & Design ▾ Year: 2024 ▾ Term: Fall ▾

Modality: In-person ▾ Day of the week: Tuesday ▾ Start Time: 11:00 AM ⌚ End Time: 12:00 PM ⌚

Comments (The comments will be seen by students)

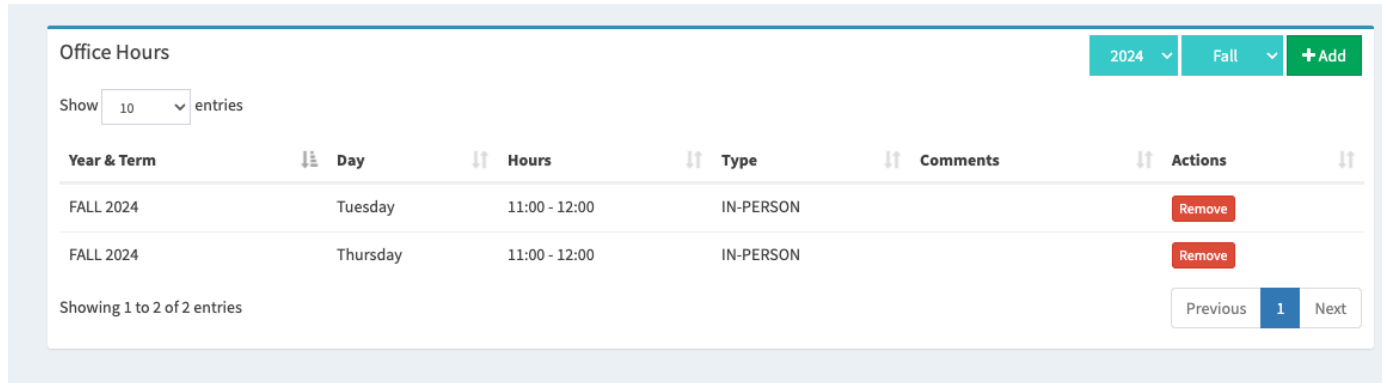
Comments

Submit

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).



Office Hours 2024 Fall + Add

Show entries

Year & Term	Day	Hours	Type	Comments	Actions
FALL 2024	Tuesday	11:00 - 12:00	IN-PERSON		Remove
FALL 2024	Thursday	11:00 - 12:00	IN-PERSON		Remove

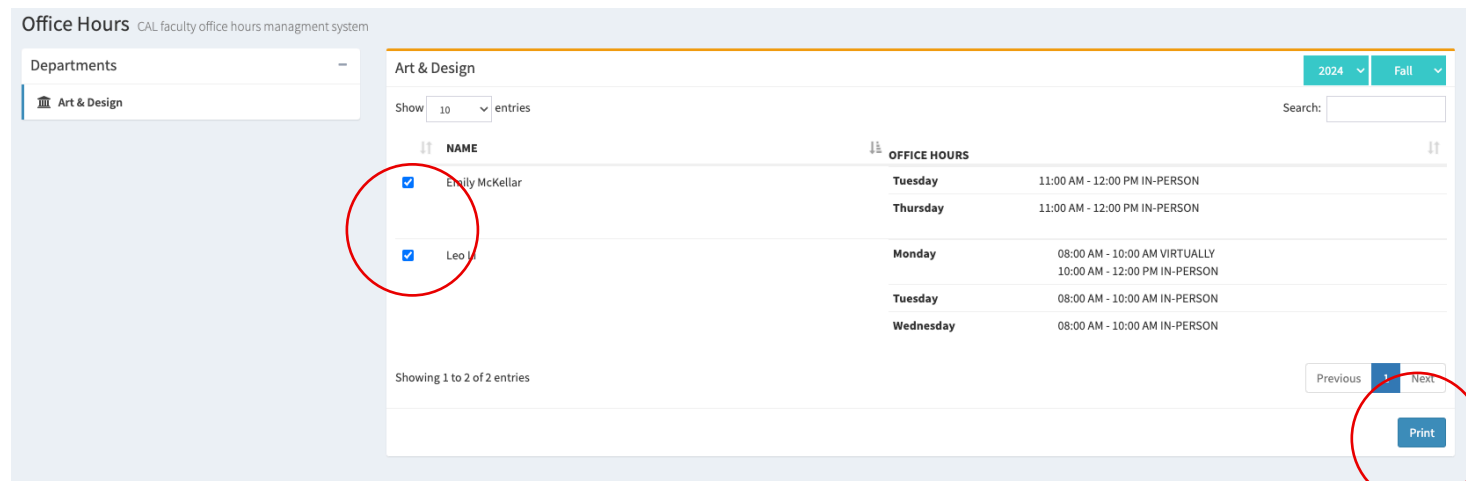
Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

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."



Office Hours CAL faculty office hours management system

Departments

Art & Design 2024 Fall

Show entries

Search:

NAME	OFFICE HOURS
<input checked="" type="checkbox"/> Emily McKellar	<p>Tuesday 11:00 AM - 12:00 PM IN-PERSON</p> <p>Thursday 11:00 AM - 12:00 PM IN-PERSON</p>
<input checked="" type="checkbox"/> Leo L.	<p>Monday 08:00 AM - 10:00 AM VIRTUALLY 10:00 AM - 12:00 PM IN-PERSON</p> <p>Tuesday 08:00 AM - 10:00 AM IN-PERSON</p> <p>Wednesday 08:00 AM - 10:00 AM IN-PERSON</p>

Showing 1 to 2 of 2 entries

[Previous](#) [Next](#) [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

