



Using Professor's Office Hours

There are many reasons a student may visit an instructor's office hours whether to clarify a concept or assignment, to discuss a grade and ways to improve, or to simply build rapport with someone in a field you plan to pursue in a future career.

If you are not able to attend a professor's published office hours due to a conflict such as another class you can (and should) ask for an appointment at another time. Office hours are an easy time for students to drop in but not your only option for interacting with instructors.

If you feel intimidated by the idea of meeting with an instructor keep in mind that they do want to see you. This is part of why office hours exist! Sometimes planning out your part of a conversation in advance can help. Try using the form below or your variation.

Professor	Course
Office Location	Email
Date & Time	Phone
What do you hope to accomplish?	
Questions to ask	Answers given or other notes
Follow up or action plan. What do you need to do and when?	