



# How to Use Office Hours



Office hours are specific blocks of times that professors set aside to meet with students. It is important to make use of this time to ask questions or address any concerns about the course.

## Faculty Office Hours Script

Hi Dr. (use Professor if they are not a doctor) \_\_\_\_\_,  
My name is \_\_\_\_\_ and I am in your \_\_\_\_\_ class that meets on \_\_\_\_\_ at \_\_\_\_\_.  
Thank you for this time- I understand that we have \_\_\_\_\_ minutes, correct? I have a few questions about \_\_\_\_\_. My first question is \_\_\_\_\_.

## Helpful Tips:

- If you are reaching out over email to inquire about office hours, make sure to spell their name correctly! It does not look professional if you spell their name incorrectly.
- If you cannot make the allotted office hour times, reach out the professor and try to schedule a time to meet with them that works with your schedule.
- Write down the questions you want to discuss before attending office hours. This will help you stay on track and remember what information you are looking for.
- If you are still not understanding the topic after asking a question, be sure to elaborate or ask for more details from the professor.

## Remember:

Once office hours are over, thank the professor and remind them of your name. If you feel you need extra course support outside of office hours, consider attending the course support sessions on campus.