

# HOW TO USE OFFICE HOURS

## WHAT ARE OFFICE HOURS?

- Office hours are times when you can meet with your professors and teaching assistants to discuss materials being presented in class or other related interests you have.
- Office hours are times specifically set aside for students.
- Research shows that attending office hours increases a student's GPA and increases academic success, especially in the first year.

## FACULTY OFFICE HOURS SCRIPT

Hi Professor: \_\_\_\_\_:  
(Professor's Name)

My name is \_\_\_\_\_ and I am in your \_\_\_\_\_ class that meets on \_\_\_\_\_ at  
(Your Name) (Course Name) (Day/Days)

\_\_\_\_\_. Thank you for this time - I understand that we have \_\_\_\_\_ minutes,  
(Time) (Time)

correct? I have a few questions about \_\_\_\_\_. I \_\_\_\_\_ the \_\_\_\_\_, but was  
(Subject/Topic) (Verb) (Current subject/Topic)

\_\_\_\_\_ by \_\_\_\_\_. My first question is: \_\_\_\_\_  
(Confused/Lost/Frustrated) (Idea/Theme/Concept)

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## WHAT NEXT?

1. If immediate explanation is clear, follow up with:
  - "Thanks, that's helpful!" Move on to the next question with, "My next question is..."
2. If immediate explanation is not clear, follow up with another question such as:
  - "What does that mean?" or "Can you help me understand the main point?"
3. If second attempt at explanation is not clear, try:
  - "Can you say that differently" or "Can you give an example?"
4. If alternative explanations are better but not decidedly clear:
  - "Is there a page in the textbook or reading (or point in the video, YouTube, lecture, notes, etc.) that I can reference for further information?"

**Remember:** Once finished with office hours, 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.