



Faculty

# OFFICE HOURS

Attending office hours is one of the best things you can do to boost academic performance. Take advantage of the time your instructors have set aside for you to connect and ask questions. It's well worth your time, just go!

## Before your visit

**Collect** problems you're struggling with, notes, and returned work. **Write down** your questions so you remember them. Before you visit, search relevant course materials for answers to your questions. **Prepare** to share how this course will lead you towards your career and life goals. **Believe** your instructor wants you to succeed.

## During your visit

**Greet** them and offer your name. **Be honest** about struggles you're having in class and outside of class, *if they affect you academically*. You can **mention** what you've learned from the course so far. **Ask** follow up questions. **Take** notes. **Remain** calm and respectful.

## After your visit

**Thank** your instructor. **Inform** your instructor what feedback you found most helpful. This helps the instructor prepare and improve. **Review** your notes. **Incorporate** as many of your instructor's tips as possible. **Share** with classmates!

