



Office Hours

When to go and Why to go!

All instructors set aside specific times to meet with students - these are their **Office Hours!** When you need to talk to an instructor, respect their time and make an appointment to meet with them during this time.

Office Hours are great for discussing barriers and questions! When there's something in your way - make an appointment for Office Hours!



When you feel blocked or stuck, or like you cannot move forward with completing your schoolwork, or you're frustrated with assignments, projects, tests, or grades, or it just isn't working for you **STOP** and ask yourself, what's up?



If you are then struggling to find a solution to the problem on your own, that is a great time to take your concern to your professor during Office Hours! They are there to support you!

Prepare for meeting your professor:



Find Your Professor's Office Hours: These are usually found at the top of your Syllabus, or the main page of your class in Canvas. (Ask a trusted person if you are having trouble locating them, or stop by Project Lab for help.)



Choose a Time: Choose which available time you will go. Make a plan for how you will remember (such as a calendar reminder, or asking someone to text you).



Prepare Your Thoughts, Questions, and Concerns: Email us at asn@bellevuecollege.edu to ask for the *Office Hours Meeting Prep Sheet* or *Professor Meeting Checklist* if you would like some help organizing your thoughts. Or, talk it through with a trusted person or at Project Lab!



Be sure to check your syllabus and announcements for answers to questions before making an appointment!

