

## Instructions

This form is to be completed by the first day of class each term and displayed on or near your office door to allow students and others to have dependable access to you during your office hours and to provide contact information should you not be available.

Fill in the appropriate information for Professor, Phone, eMail and Semester.

Insert "Office" in cells when you have office hours and "Class" in cells when you have class.

Print or forward a copy of this to Naomi Gehling when completed for departmental records.

Cut Line

### Office and Class Hours

Name		
Office Phone	(334) 844-	
Email		
Semester		Year

	Mon	Tues	Wed	Thurs	Fri
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
NOTES					