

International SuccESS Strategies

Making Staff and Faculty Appointments



Appointments with Staff Members

Most campus offices—including Undergraduate Studies, Career Center, and ESS—expect that you will set an appointment to see a staff member if you need some assistance from that office.

To arrange this appointment, you can either call the main number for that office or go to the office. Each office has a department assistant, who arranges appointments. If you cannot attend this appointment, you are expected to call to cancel and possibly reschedule. Be on time for the appointment. When you arrive at the office, inform the department assistant that you are there.

Some offices have open hours or walk-in hours, which means that you do not need a scheduled appointment to see a staff member. However, you should call to see if the office you wish to visit has this sort of arrangement. Generally, appointments will be relatively informal. At the end of the appointment, you may ask for another appointment if you would like to see that person again. For open or walk-in hours, arrive at the office and announce your presence to the department assistant. Generally, when you use open or walk-in hours, you are in a queue, which may be designated as *first-come, first served*. Therefore, you should arrive at the beginning of these posted hours in order to ensure that you will meet with a staff member.

Appointments with Faculty Members

Seeing a faculty member and/or adviser. All faculty list their office hours on their syllabus. Some faculty may have specific office hours. For instance, they may state something like the following:

Office Hours: T, W 3:00 p.m. to 5:00 p.m. or by appointment.

Unless they state otherwise, faculty do not expect you to arrange a specific time for posted (stated) office hours. However, you should check to see what your professor prefers. The statement *by appointment* is offered in case the announced office hours do not match your available time *or* if you have questions that need a more immediate answer. If your professor typically carries a planner to class, you can arrange the appointment before or after class. If your professor lists an office phone number, you may call for an appointment, or you may email for an appointment. Generally, office receptionists will not set appointments for faculty, so you need to reach the faculty member yourself. In an email, use a formal tone. For example:

Dear Professor Smith,

I am in your (state class name and number). I would like to meet with you (state the purpose of the meeting). However, I cannot meet during your office hours. I am have free time on (list dates, days, and times). Please let me know which time may work with your schedule. If none of these times are convenient, is there another date and time that we may meet?

Best regards,

Your name

(include any English first name that you use)