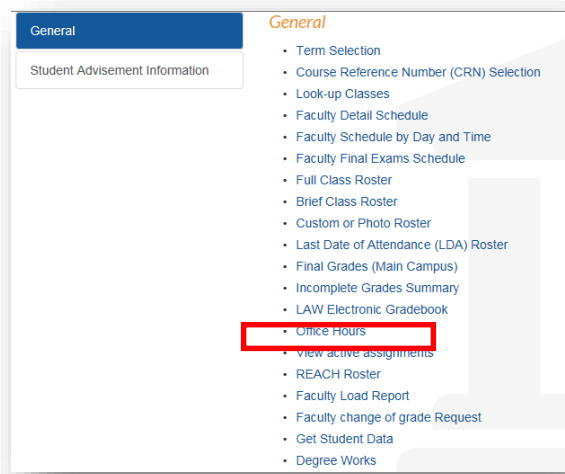


- 1) After login to the My.hofstra.edu portal, click the Hamburger icon and select



Faculty Services

- 2) Under the General category select Office Hours



- 3) Select a semester (i.e. TERM) and CRN, as prompted using the drop-down arrow and click Submit.

Select Term

Home > Faculty Services > Select Term

Select a Term: Medical School Fall 2011 

Submit

RELEASE: 8.4

- Medical School Fall 2011
- Paralegal Fall 2011
- Fall Semester 2011
- Summer Session III 2011
- Summer Session II 2011
- Summer Session I 2011
- Paralegal Summer 2011
- Paralegal Spring 2011
- Spring Semester 2011
- January Session 2011
- Paralegal Fall 2010
- Fall Semester 2010

Select CRN

Home >

Selection

Patricia M. Voll
Spring Semester 2011
Jun 30, 2011 01:51 pm



Please enter the CRN you wish to access, or select a different term from the menu or the link below.

CRN:

HIST 012 03: (HP) WESTERN CIVILIZATN 2, 24500 (33)
HIST 012 03: (HP) WESTERN CIVILIZATN 2, 24500 (33)
ITAL 001 03: ELEMENTARY ITALIAN 1, 22203 (22)

Submit

Verify the course information before beginning. Enter or alter Office Hour Information by following

steps 4 through 9.

Student Services | Financial Aid Services | **Faculty Services** | Employee Services | Alumni Services | Personal Services

Office Hours

Home > Faculty Services > Office Hours

atricia M. Voll
mester 2011
Aug 03, 2011 11:47 am
PRINT

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

Course Information

ELEMENTARY ITALIAN 2 - 90674 - ITAL 002 - 01

CRN: 90674

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:10 am - 11:05 am	MWF	BROWER HALL 0102	Sep 06, 2011 - Dec 19, 2011	Lecture	Patricia M. Voll (P) , Joy P. Delliquanti

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
		M T W F S U	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>

Copy To: Select To Copy

Submit Reset

[Return to Previous](#)

Select CRN For this Term ■ Select Term

4) Enter the **From Time** and **To Time** of office hours in military time.

5) Check the **Days of the Week** in which you will offer these hours.

6) Choose the **Contact Number** from the drop-down menu which lists both your office and home phone numbers.

7) Change the **Location** if it differs from your office address shown. Type

“BY APPOINTMENT” in this field to note special appointment hours.

8) The **From Dates** and **To Dates** default to the semester dates. You may change these dates following the MM/DD/YYYY format.

9) Click **SUBMIT** to save the office hours for this class.

Office hours entered for classes conducted in any semester may be copied to any other classes you are teaching during the **SAME** semester. Simply select the class from the **COPY TO** drop-down menu and click **SUBMIT**.

10) To choose another option, follow the breadcrumbs at the top

or select any option listed at the bottom of the page.

Select CRN For this Term ■ Select Term



To return to the Faculty Service menu, click the Hamburger icon



and select

Faculty Services