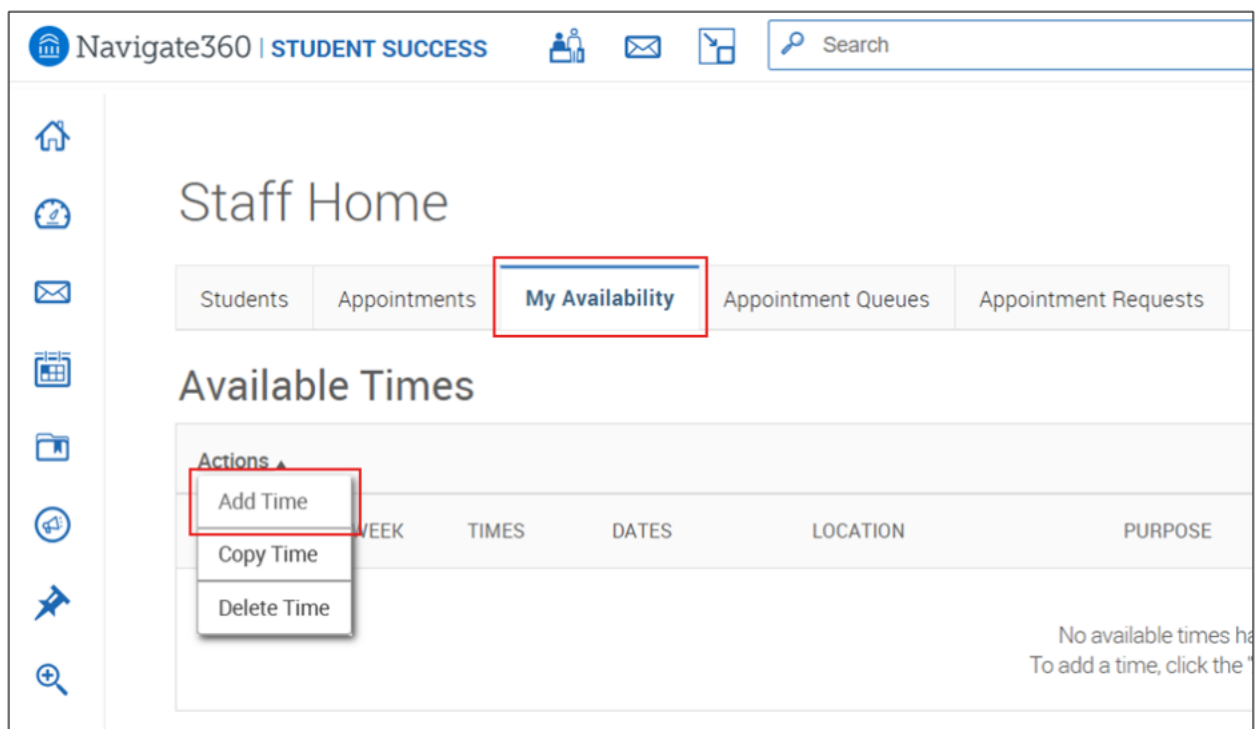


Faculty Office Hours - How to Set Drop-In Availability

The instructions below can be followed to set up Faculty Office Hour drop-in availability for students to view in Pathways. Students will only be able to see the times you will be in your office. They will not be able to schedule appointments. **It is recommended to set up separate blocks of availability if you would like to have Faculty Office Hours by both Appointment and Drop In.**

[Log into Pathways](#) and choose the **My Availability** tab on your Staff Home page. Under Available Times, use the **Actions** button to **Add Time**.



In the box that pops up, select the **days** and **times** for your office hours. To set the same availability for the entire term, choose the **current term (Default Term)** for the length of time to be active.* Then choose the **Drop-ins** option. (You will be able to add multiple days and times in a later step.)

Note: if you choose **Forever, then your availability will continue during and in between terms, as well as summer.*

MODIFY AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu **Fri** Sat Sun

From 8:00am To 5:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?
Spring Term 2025-2026 (Default Term)

Add to your personal availability link?
☒ Add this availability to your personal availability link?

What type of availability is this?
Appointments Drop-ins Campaigns

Meeting Type
☒ In-Person ☒ Virtual

Care Unit
Student Services

Location
Student Success Hub

Cancel Save

If you would like to create a link that can be posted on Canvas or that you can send to your students that will direct them to view your drop-in times, select the box to **Add to your personal availability link**, as seen below:

MODIFY AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu **Fri** Sat Sun

From 8:00am To 5:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?
Spring Term 2025-2026 (Default Term)

Add to your personal availability link?
☐ Add this availability to your personal availability link?

Select the type of meeting (**In-person and/or Virtual**). It is recommended to only choose one type to avoid having both in-person and virtual appointments at the same time.

What type of availability is this?
Appointments Drop-ins Campaigns

Meeting Type
In-Person
Virtual

Location
Student Success Hub

Cancel Save

Make the following selections from the **Care Unit**, **Location** and **Services** drop-down menus:

ADD AVAILABILITY

☐ Add this availability to your personal availability link?

What type of availability is this?

Appointments **Drop-ins** Campaigns

Meeting Type

Care Unit

Location

Services

Add the course that you are teaching this semester. **Begin typing the subject and catalog number, including the hyphen.** The course you select needs to be the **exact SUBJECT and 4-DIGIT CATALOG NUMBER** as listed in PeopleSoft or your students will not be able to see your drop-in availability. *It is recommended to set up separate availability for each course you teach.*

Courses

- COMM-0101 INTRO TO HUMAN COMMUNICATION
- COMM-0102 SURVEY OF BROADCASTING
- COMM-0103 BROADCAST JOURNALISM
- COMM-0104 PUBLIC SPEAKING
- COMM-0106 NEWS WRITING
- COMM-0107 NEWS EDITING

Add any **Special Instructions** you would like the students to see when they view your drop-in availability. The sample text you see here is included below in the *Tip* section if you would like to copy.

Special Instructions for Student

B I | **[:=** **]** **[:=** **]** **↶** **↷**

These office hours are only for students enrolled in my [insert day/meeting time of class].

For in-person drop-in hours we will meet in my office at [YOUR OFFICE LOCATION HERE].

For virtual hours, please email me for the Zoom URL.

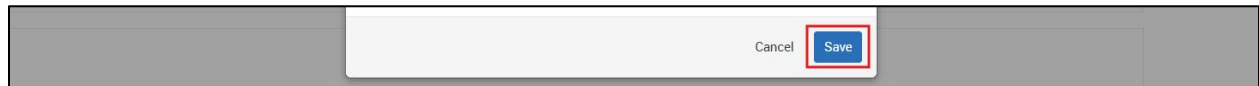
Tip: Include special instructions to provide the students with important information.

These office hours are only for students enrolled in my [insert day/meeting time of class].

For in-person drop-in hours we will meet in my office at [YOUR OFFICE LOCATION HERE].

For virtual hours, please email me for the zoom URL.

Click the **Save** button.



To **add additional availabilities**, select the checkbox beside the time you have created, and use the Actions drop-down to **Copy** this time. You can also use the blue **Edit** link to edit a specific block. You can have as much availability as you need.

Staff Home ▾						
Students Appointments My Availability						
Available Times						
Actions ▾						
☒	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
☒	Mon, Fri	8:00am - 5:00pm	Spring Term 2025-2026	Faculty Office: See Details	COMM-0205, Office Hours/Student Meeting For: Drop-Ins	Faculty Office Hours

Staff Home ▾						
Students Appointments My Availability						
Available Times						
Actions ▴						
Add Time						
Copy Time						
Delete Time						
Add to Personal Link						
Remove from Personal Link						
	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
	8:00am - 5:00pm	Spring Term 2025-2026	Faculty Office: See Details	COMM-0205, Office Hours/Student Meeting For: Drop-Ins	Faculty Office Hours	

Note: If you teach more than one class you will need to create separate availability for each class.