



# Faculty Self Service – Registration Overrides

Registrar Operations – Office of Registrar

12:00-1:30PM on Wednesdays:

| From Date  | To Date    | From Time | To Time | Days | Mon                      | Tue                                 | Wed                                 | Thu                                 | Fri                      | Sat                      | Sun                      |
|------------|------------|-----------|---------|------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| 06/22/2025 | 06/28/2025 | 13:00     | 14:00   |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/22/2025 | 06/28/2025 | 12:00     | 13:30   |      | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Results found: 2

- You have the option to set a contact phone number for this period, which will be in a drop-down menu. The options available are taken from phone numbers on file, including your campus phone and mobile number. You can also choose not to display a number.
- The location of the office hours is also optional. This is a free-type field.
- Check “display” to make these hours visible to your students. To delete a row, check “delete” and then “Submit.”

These office hours are linked to a specific CRN. If you are teaching multiple sections or multiple courses in a term and want the same office hours to apply to all of them, click “Select copy to” and then select the other course from the list. You will have to do this once for each course/section you want to copy to.

