



YOU ARE INVITED

The university is usually a young adult's first foray outside the home, outside the familiar rhythm and rhyme of adults and peers who have known you all your life. In this new space, your goal is to carve a path towards your future using the educational resources at your disposal. This act of carving a path will often prove itself to be as unfamiliar as the university environment. Classes go from small groups of 15 - 30 of mostly friends to large groups, sometimes in the hundreds, of strangers. Teachers go from the familiar lady who welcomed you into your first day at school and said hello every day to the professor who you only see once a week during his class. This unfamiliarity can sometimes serve to further distance you from the experience. Until you receive an invitation to draw closer. **This is that invitation.**



WHO ARE OFFICE HOURS FOR?

Office hours are yours. Despite the misleading name, these hours are times for you to eliminate the unfamiliarity between you and your new environment and the people in it - your professors and lecturers. It is time for you to hold conversations with them, ask questions you didn't or couldn't ask in class, clear any nagging doubts and be that much closer to achieving your academic goals. You may also discuss your program of study, graduation requirements and internship opportunities.

Office hours are not for underperforming students, nor are they reserved for outstanding students. They are for every student.



WHEN CAN YOU BEGIN TO SCHEDULE OFFICE HOURS?

You can start to schedule office hours from **October 3rd, 2023.**



HOW CAN YOU MAKE THE BEST OF AN OFFICE HOUR?

To make the best use of this time, come prepared with your questions. Clearly identify the parts that leave you confused and share them with your lecturer. The more specific your questions are, the better results you'll get from your session. Your lecturers will have questions of their own. They will want to find the root of your confusion and as such may ask you to explain your thought process. The better you can articulate this, the better they can help you clarify them.

The only sign you need to know that you need to schedule an office hour is being an enrolled student at Miva Open University.

GUIDELINES FOR STUDENTS DURING OFFICE HOURS

Be Prepared: Come to the office hours with specific questions, topics, or concerns you'd like to discuss with your lecturer.

Check Availability: Check the schedule for the lecturer's office hours on the LMS and available time slots before scheduling.

Respect Time: Be punctual for your appointment. If you're unable to make it, notify the lecturer in advance.

Be Patient: If the lecturer is with another student, wait your turn patiently.

Engage Actively: Use office hours to clarify concepts, ask questions, seek feedback, and discuss course content or assignments.

Stay Focused: Keep discussions relevant to the subject matter and avoid personal or unrelated topics.

Listen Actively: Listen to the lecturer's explanations, suggestions, and guidance. Take notes if necessary.

Respect Boundaries: Office hours are for academic discussions. Avoid discussing confidential or personal matters.

Follow-up: If additional questions arise after office hours, feel free to follow up via your success advisor or schedule another appointment.

Express Gratitude: After the meeting, express appreciation for the lecturer's time and assistance.