

## **Office Hours – Meeting with Satellite Students Policy**

### **Background**

All course instructors will have contact times/office hours posted in their course outlines. Whenever possible, Augustana students wishing to meet with an Edmonton-based course instructor/staff member should arrange the meeting on a day when the Augustana cohort is in Edmonton. If a meeting is necessary on another day, or if the student is in the Calgary cohort, the student can:

1. Email the instructor/staff member with the question or concern.
- 2 Request a telephone meeting with the instructor. (Instructors will normally call the student to avoid having the student pay long distance charges.)
3. Make a request to the Augustana Coordinator and Calgary Coordinator to have a video conference meeting with the instructor arranged.