Faculty Self Service – Registration Overrides

Registrar Operations – Office of Registrar

Overview

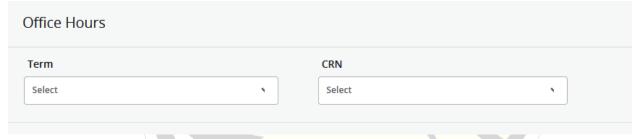In Faculty Self-Service, you have the ability to note your office hours and display them for students.

Accessing the Self-Service Page

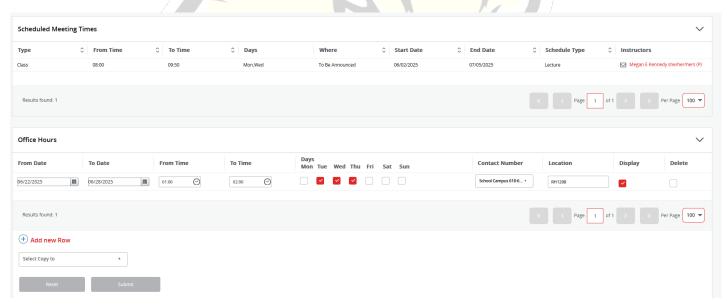Registration Overrides can be accessed in **CougarNet** by selecting:
Faculty and Advisors > Faculty Office Hours

Office Hours

Go to the Office Hours module and, if prompted, select a term and a course CRN to begin with.

This will open an info box with the course's scheduled meeting times, and another box where you will input office hours.
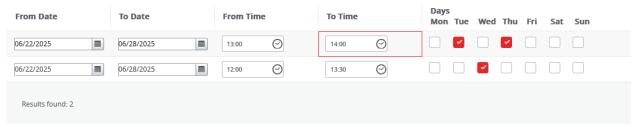

Select "Add new row" to create blank fields in which to enter information.

- Select the start and end dates for which you want to set office hours.
- Enter the start time and end time for office hours, and tick the day-of-week box. Use military hours, but insert a colon between the hour and minutes – for example, 13:30 instead of 1:30 PM.
- If your hours will be at different times on different days of the week, you'll have to add a new row. For instance, below shows a schedule of 1:00PM – 2:00PM on Tuesdays and Thursdays, and

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	☐	☑	☐	☑	☐	☐	☐
06/22/2025	06/28/2025	12:00	13:30	☐	☐	☑	☐	☐	☐	☐

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.