NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE RM# *(Please include building)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIVISION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate times on campus and specify your **OFFICE HOURS** *(if any)* as well as **CLASS/LESSON TIMES AND ROOM NUMBERS** *(with building).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 8:00 AM |   |   |   |   |   |
| 8:30 AM |   |   |   |   |   |
| 9:00 AM |   |   |   |   |   |
| 9:30 AM |   |   |   |   |   |
| 10:00 AM |   |   |   |   |   |
| 10:30 AM |   |   |   |   |   |
| 11:00 AM |   |   |   |   |   |
| 11:30 AM |   |   |   |   |   |
| 12:00 PM |   |   |   |   |   |
| 12:30 PM |   |   |   |   |   |
| 1:00 PM |   |   |   |   |   |
| 1:30 PM |   |   |   |   |   |
| 2:00 PM |   |   |   |   |   |
| 2:30 PM |   |   |   |   |   |
| 3:00 PM |   |   |   |   |   |
| 3:30 PM |   |   |   |   |   |
| 4:00 PM |   |   |   |   |   |
| 4:30 PM |   |   |   |   |   |
| 5:00 PM |   |   |   |   |   |
| 5:30 PM |   |   |   |   |   |
| 6:00 PM |   |   |   |   |   |
| 6:30 PM |   |   |   |   |   |
| 7:00 PM |   |   |   |   |   |
| 7:30 PM |   |   |   |   |   |
| 8:00 PM |   |   |   |   |   |
| 8:30 PM |   |   |   |   |   |

***One copy of this form MUST be given to the Main Music Office, Room 247.***