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Office Hours

SPECIAL OFFICE HOURS FOR FALL 2021

Due to the COVIDocalypse, I will hold Office Hours through Zoom.

If no one shows up during the first 20 minutes, I will exit the Zoom session. Sorry, but I'm too busy to sit around waiting for people to wander in.

When you enter the Zoom, you will be in a waiting room.

To help ensure confidentiality, I will admit you to see me one at a time, on a first-come first-served basis.

The Zoom is listed as an event on [my Google Calendar](#).

Read some [Zoom Notes for Students](#).

Zoom Information

| | |
|------------------------|--|
| Day & time | Every Thursday, 14:00-16:00, starting 16 Sep |
| Zoom Meeting | https://ryerson.zoom.us/j/95391997955 |
| Meeting ID | 953 9199 7955 |
| One tap mobile | +14388097799,,95391997955# Canada +15873281099,,95391997955# Canada |
| Find your local number | https://ryerson.zoom.us/u/anSLNru7L |
| Join by SIP | 95391997955@zoomcrc.com |
| Join by H.323 | 162.255.37.11 (US West) 162.255.36.11 (US East) 115.114.131.7 (India Mumbai) 115.114.115.7 (India Hyderabad) 213.19.144.110 (Amsterdam Netherlands) 213.244.140.110 (Germany) 103.122.166.55 (Australia Sydney) 103.122.167.55 (Australia Melbourne) 149.137.40.110 (Singapore) 64.211.144.160 (Brazil) 149.137.68.253 (Mexico) 69.174.57.160 (Canada Toronto) 65.39.152.160 (Canada Vancouver) 207.226.132.110 (Japan Tokyo) 149.137.24.110 (Japan Osaka) |

For Students

“Walk-ins” are welcome “Walk-ins” are welcome any time my door is open. However, there is no guarantee that I will have time to see you in those cases. If you can, booking an appointment is preferred. Instructions for doing this are given below.

To book an appointment, you will need to:

- use your Google Ryerson account,
- provide your **full name** and **Student ID**,
- if the question regards a specific course, identify the course and your section, and
- describe **specifically** why you want to see me.

Fig. 1: Appointment Slots in Google Calendar. 

I will cancel appointments that don't meet these requirements.

I now use *Appointment Slots* in Google Calendar for my Office Hours. Here's how to use them.

1. Follow [this link](#) to my Appointment Slots calendar. It will look something like Figure 1.
2. Use the arrow buttons at the top of the calendar to find the right week.
3. Each Office Hour box denotes a 30 minute space you can claim for your appointment.
4. Click on the Office Hour box for the time you want for your appointment. You will then see something like [figure 2](#).
5. Fill in the What and Description boxes to explain the reason you want an appointment. **Be specific.** Tell me
 - your name and your student ID,
 - which course and section you are in, and
 - what in particular you want to talk about - be **very** specific.
6. Click Save.

Fig. 2: Dialog box for setting an appointment. 

For Everyone else

Go to my home page:

<https://deseng.ryerson.ca/~fil>.

Click on ABOUT at the top of the page.

This will pull up Dr. Salustri's calendar. Email salustri@ryerson.ca and suggest days and times when you are free. Dr. Salustri will respond as soon as possible.

YOU MUST USE YOUR RYERSON GOOGLE ACCOUNT TO BOOK APPOINTMENTS WITH ME. I will cancel and ignore student appointments made via private Google accounts.

Special Notes:

- If you fail to provide the required information, I will decline the appointment.
- If no one has booked a particular slot, then there is only a 50/50 chance I will be in my office.
- **NOTE:** If you make an appointment to see me within a few hours of the current time, then it may be too late for me to notice it. Also, I may have otherwise booked my time. Please book with at least 24 hours notice.
- If you have an urgent need to see me, then email me with dates & times that you are free and I will try to accommodate you.
- In the unlikely event that I have to cancel an appointment, I will send you an email message.

Do not abuse this system. If you make an appointment, keep it. If you're going to be late, email salustri@ryerson.ca as soon as possible. If you need to cancel, cancel it via Google Calendar.

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Last update: **2021.08.23 11:40**