

Fall 2025 - Help Desk and Office Hours Coverage (Aug 26 - Jan 6, 2026 [grades due])

Fall Closure: December 23rd

Term: Sept 3 - Dec 5. Exams: Dec 8-20. Last day to submit grades: Jan 6

[Summer & Fall 2025 Coverage Calendar](#) (Who's Available to Support)

Tuesday, September 9: Alex= Morning tickets Jeisil= Afternoon tickets (Alex in a committee meeting for most of the afternoon)

Course Approvals: Alex/Jeisil

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Melanie Brad	Melanie Occasionally Jamie	Melanie Jamie Brad	
Morning	Help Desk Jeisil (Sept and Nov) Alex (Oct and Dec)	Help Desk Jeisil <u>Office Hours 10-12</u> Jeisil	Help Desk Jeisil	Help Desk Alex <u>Office Hours 10-12</u> Alex	Help Desk Jeisil (Oct and Dec) Alex (Sept and Nov)
Afternoon	Help Desk Jeisil (Sept and Nov) Alex (Oct and Dec)	Help Desk Alex	Help Desk Alex <u>Office Hours 2-4</u> Alex	Help Desk Jeisil	Help Desk Jeisil (Oct and Dec) Alex (Sept and Nov)

Spring / Summer 2025 - Help Desk and Office Hours Coverage (May 2 - Aug 15 [grades due])

Closed August 11-22-August 5, 2025 Message put on Office Hours page

Summer 2025 Coverage Calendar (Who's Available to Support)

Course Approvals: Alex

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Melanie Brad	Melanie Occasionally Jamie	Melanie Jamie Brad	
Morning	Help Desk Jeisil (May and July) Alex (June and Aug)	Help Desk Jeisil Office Hours 10-12 Jeisil	Help Desk Jeisil	Help Desk Alex Office Hours 10-12 Alex	Help Desk Alex (May and July) Jeisil (June and Aug)
Afternoon	Help Desk Jeisil (May and July) Alex (June and Aug)	Help Desk Alex	Help Desk Alex	Help Desk Jeisil	Help Desk Alex (May and July) Jeisil (June and Aug)

Alex Out of Office

April 30, May 1, May 2, May 8, May 9, May 26, May 27, May 28, May 29, May 30

Winter 2025 - Help Desk and Office Hours Coverage (January 2 - April 30 [grades due])

Course approvals: Brad

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Melanie Brad	Melanie Occasionally Jamie	Jamie Melanie Brad	Occasionally Brad
Morning	Help Desk - Brad Jeisil	Help Desk - Jamie, & Stephaine Alex Office Hours 10-12 - Jamie	Help Desk - Brad Jeisil	Help Desk - Melanie Alex (Alex Away May 1) Office Hours 10-12 - Melanie	Help Desk - Brad Alex (Alex Away May 2)
Lunch				LTG - 1:30 pm, alternating	
Afternoon	Help Desk I - Brad Jeisil	Help Desk I - Jamie, I & Stephanie Jeisil	Help Desk - Brad Alex (Alex Away April 30) Office Hours 2-4 - Brad	Help Desk - Melanie Jeisil	Help Desk - Brad Alex (Alex Away May 2)

Fall 2024 - Help Desk and Office Hours Coverage (Aug 26 - Dec 20 [grades due])

Course approvals: Brad

Update

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Melanie Brad	Melanie Occasionally Jamie	Jamie Melanie Brad	Occasionally Brad
Morning	Help Desk - Brad	Help Desk - Jamie Office Hours 10-12 - Jamie	Help Desk - Brad Office Hours 10-12 - Brad	Help Desk - Melanie Office Hours 10-12 - Melanie	Help Desk - Brad
Lunch		Team meeting 1:00pm		LTG - 1:30 pm, alternating	
Afternoon	Help Desk I - Brad	Help Desk I - Jamie Office Hours 2-4 - Jamie	Help Desk - Brad Office Hours 2-4 - Brad	Help Desk - Melanie Office Hours 2-4 - Melanie	Help Desk - Brad

Spring / Summer 2024 - Help Desk and Office Hours Coverage (May 6 - Aug 16 [grades due])

Closed August 19-23

There are no classes from April 26th (grades are due April 26th) to May 6th. Do we want to close office hours for a week (April 29th to May 3rd) or just start reduced office hours April 29th? Will we close office hours for the last two weeks of August again (August 19th - 30th)?

Course Approvals: Brad

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Occasionally Brenna Melanie Brad	Brenna Melanie Occasionally Jamie	Brenna Melanie Jamie Brad	(Brad off every 3rd Friday as noted in calendar)
Morning	Help Desk Brad	Help Desk Brad Office Hours 10-12 Jamie	Help Desk Brad	Help Desk Melanie Office Hours 10-12 Melanie	Help Desk Brad
Afternoon	Help Desk Brad	Help Desk Jamie	Help Desk Brad	Help Desk Brenna	Help Desk Brad

Winter 2024 - Help Desk and Office Hours Coverage (Jan 2 - Apr 26 [grades due])

Course approvals: Brad

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Occasionally Brenna Melanie Brad	Brenna Melanie Occasionally Jamie	Brenna Jamie Melanie Brad	
Morning	Help Desk - Brad	Help Desk - Brad Office Hours 10-12 - Jamie	Help Desk - Brad	Help Desk - Melanie Office Hours 10-12 - Brenna	Help Desk - Brad (Melanie when Brad off for CTO)
Lunch		Team meeting 1:00pm		LTG - 1:30 pm, alternating	
Afternoon	Help Desk - Brad	Help Desk - Jamie	Help Desk - Brad Office Hours 2-4 - Melanie	Help Desk - Brenna	Help Desk I - Brad

Fall 2023 - Help Desk and Office Hours Coverage (Aug 28 - Dec 22 [grades due])

Course approvals: Brad

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Occasionally Brenna Melanie Brad	Brenna Melanie Occasionally Jamie	Brenna Jamie Melanie Brad	
Morning	Help Desk + Student Help Email - Brad	Help Desk + Student Help Email - Brad Office Hours 10-12 - Jamie	Help Desk + Student Help Email - Brad Office Hours 10-12 - Brenna	Help Desk + Student Help Email - Melanie Office Hours 10-12 - Brenna	Help Desk + Student Help Email - Brad (Melanie when Brad off for CTO)
Lunch		Team meeting 1:00pm		LTG - 1:30 pm, alternating	
Afternoon	Help Desk + Student Help Email - Brad	Help Desk + Student Help Email - Jamie Office Hours 2-4 - Jamie	Help Desk + Student Help Email - Brad Office Hours 2-4 - Melanie	Help Desk + Student Help Email - Brenna Office Hours 2-4 - Melanie	Help Desk + Student Help Email - Brad

Spring / Summer 2023 - Help Desk and Office Hours Coverage (May 1 - Aug 25)

Course Approvals: Brad

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Occasionally Brenna Melanie Brad	Brenna Melanie Occasionally Jamie	Brenna Melanie Jamie Brad	(Brad off every 3rd Friday as noted in calendar)
Morning	Help Desk + Student Help Email Brad	Help Desk + Student Help Email Brad Office Hours 10-12 Jamie	Help Desk + Student Help Email Brad	Help Desk + Student Help Email Melanie Office Hours 10-12 Brenna	Help Desk + Student Help Email Brad
Afternoon	Help Desk + Student Help Email Brad	Help Desk + Student Help Email Jamie	Help Desk + Student Help Email Brad Office Hours 2-4 Melanie	Help Desk + Student Help Email Brenna	Help Desk + Student Help Email Brad

Winter 2023 - Help Desk and Office Hours Coverage (Jan 4 - Apr 24)

Course approvals: Brad

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Occasionally Brenna Melanie	Brenna Melanie Occasionally Jamie	Brenna Melanie Jamie	(Brad off every 3rd Friday as noted in calendar)

Morning	Help Desk + Student Help Email - Brad	Help Desk + Student Help Email - Brad Office Hours 10-12 - Jamie	Help Desk + Student Help Email - Brad Office Hours 10-12 - Brenna	Help Desk + Student Help Email - Melanie Office Hours 10-12 - Brenna	Help Desk + Student Help Email - Brad
Lunch		Campus Team Check-In - 1-2pm		LTG - 1 pm, alternating	
Afternoon	Help Desk + Student Help Email - Brad	Help Desk + Student Help Email - Jamie Office Hours 2-4 - Jamie	Help Desk + Student Help Email - Brad Office Hours 2-4 - Melanie	Help Desk + Student Help Email - Brenna Office Hours 2-4 - Melanie	Help Desk + Student Help Email - Brad

Fall 2022 - Help Desk and Office Hours Coverage (Aug 29 - Dec 23 [grades due])

Course approvals: Brad

	Monday	Tuesday	Wednesday	Thursday	Friday
Campus Days (ish)		Jamie Occasionally Brenna Melanie	Brenna Melanie Occasionally Jamie	Brenna Jamie Melanie	

Morning	Help Desk + Student Help Email - Brad	Help Desk + Student Help Email - Brad Office Hours 10-12 - Jamie	Help Desk + Student Help Email - Brad Office Hours 10-12 - Brenna	Help Desk + Student Help Email - Brad LWW (Jamie) - 10:00 - 12:00 Office Hours 10-12 - Brenna	Help Desk + Student Help Email - Brad (Melanie when Brad off for CTO)
Lunch				Campus Team Check-In - lunch LTG - 1 pm, alternating	
Afternoon	Help Desk + Student Help Email - Brad	Help Desk + Student Help Email - Jamie Office Hours 2-4 - Jamie	Help Desk + Student Help Email - Brad Office Hours 2-4 - Melanie	Help Desk + Student Help Email - Brenna Office Hours 2-4 - Melanie	Help Desk + Student Help Email - Melanie

Winter 2022 - Help Desk and Office Hours Coverage (Jan 5 - Apr 30)

Course approvals: Amanda

	Monday	Tuesday	Wednesday	Thursday	Friday
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Morning	Help Desk + Student Help Email - Amanda	Help Desk + Student Help Email - Amanda Office Hours 10-12 Jamie	Help Desk + Student Help Email - Amanda Office Hours 10-12 Jason	Help Desk + Student Help Email - Amanda Office Hours 10-12 Brenna	Help Desk + Student Help Email - Amanda
Afternoon	Help Desk + Student Help Email - Amanda	Help Desk + Student Help Email - Jamie Office Hours 2-4 Jamie	Help Desk + Student Help Email - Jason Office Hours 2-4 Jason	Help Desk + Student Help Email - Brenna Office Hours 2-4 Brenna LWW Office Hours 11-1 Jamie	Help Desk + Student Help Email - Amanda

Fall 2021 - Help Desk and Office Hours Coverage (starting week of Sept. 6)

Course approvals: Amanda - will need coverage when away

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Help Desk + Student Help Email Brenna	Help Desk + Student Help Email Amanda Office Hours 10-12 Jamie	Help Desk + Student Help Email Amanda Office Hours 10-12 Brenna	Help Desk + Student Help Email Amanda Office Hours 10-12 Brenna	Help Desk + Student Help Email Amanda
Afternoon	Help Desk + Student Help Email Amanda	Help Desk + Student Help Email Jamie Office Hours 2-4 Jason LWW Office Hours 2-4 Jamie	Help Desk + Student Help Email Matthew Office Hours 2-4 Matthew LWW Office Hours 2-4 Matthew	Help Desk + Student Help Email Jason Office Hours 2-4 Jason	Help Desk + Student Help Email Brenna

Spring / Summer 2021 - Help Desk and Office Hours Coverage

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Help Desk Brenna	Help Desk Jamie Office Hours 10-12 Jamie	Help Desk Matt Office Hours 10-12 Jason	Help Desk Jason Office Hours 10-12 Matt	Help Desk Brenna
Afternoon	Help Desk Jamie	Help Desk Jamie Office Hours 2-4 Jamie	Help Desk Matt Office Hours 2-4 Matt	Help Desk Jason Office Hours 2-4 Jason	Help Desk Brenna