

OUR SERVICES

Adjunct OFFICE HOURS



No eating in the CTX. You may use the Staff Lounge at your convenience. Thank you for your cooperation!

ATMOSPHERE:

The CTX is a quiet place where part-time faculty members can come to work on any materials; assignments, grades, email, etc. Having a quiet place to work is essential to academic and professional growth.

First time visits by faculty and students who are seeking help during adjunct faculty hours will be assisted by CTX staff.

****If you need a private space to meet with your student, please inform the CTX staff. We will make arrangements to help you find a place to meet with your student****

TRACKING HOURS:

Each faculty member will receive an AccuTrack login number provided by the CTX. AccuTrack is a program that allows us to track a faculty member hours. The CTX reports the completed time back to the Deans and Human Resources. All faculty must log in and out of the CTX.

Office hours start the second week of the semester. All faculty office hours must be completed before finals week.

RESOURCES:

The CTX welcomes all part-time faculty members to come and use the computers in the CTX. Part-time faculty members will have access to a phone to check their voice mail and to make calls to their students during schedule time at the CTX.

Printing – Please print only one master copy containing 5 pages or less. Any other copies or classroom materials must be printed at publications x2290. Publications is located on the outside of the Social Science Building or visit their website at

<http://web.cerritos.edu/publications/SitePages/index.html>

CTX GENERAL INFORMATION:

Location: Learning Resource Center Building, LC-201

Office Hours:

Please check our CTX webpage for hours of operation.