



HOW TO BOOK OFFICE HOURS

OFFICE HOURS (konsultacje) are the time when you can talk to a teacher if you have missed a class or need some extra help with the material. You can talk to any teacher of the language you study (e.g. to any English teacher if you study English). Three students can come to one office hour.

To book office hours:

1. Go to www.lingualand.pl.
2. Click on **Sekretariat Internetowy** (bottom left corner).
3. Enter your login (użytkownik, e.g. S12345) and password (hasło, e.g. 54321). You will find them on the student information card (karta słuchacza) you received from one of our office staff.
4. Click **zaloguj**.
5. Scroll down to find **Dostępne dodatkowe zajęcia**.
6. Scroll down to find the office hours you are interested in and click **rezerwuj**.
7. You can now see your choice in the section **Twoje dodatkowe zajęcia**.
8. To cancel, simply click **odwołaj**.

If you want to cancel, you can do it online no later than 24 hrs before the office hours you chose. After this time, the cancel option will not work and you need to contact the office.

Office hours are held in the staffroom (2nd floor).

This semester, office hours start on November 2nd. You can book them from October 29th.