



UIC COLLEGE
PREP
LSV CAMPUS

1231 S. Damen Ave.
Chicago, IL 60608

p: 312.768.4858
f: 773.496.7149

Office Hours for Enrichment Attendance Log

Firecats are encouraged to get help when they need it. Students are afforded the opportunity to earn enrichment credit by attending office hours. Attending the computer lab before and/or after school does not count as office hours. If you have any questions, please feel free to email Ms. Ramirez at jramirez@uiccollegeprep.org

Procedure:

1. Complete this log each time you attend office hours. Make sure you take it when you attend office hours.
2. When you **accumulate 25 hours**, submit your log to the **“Completed Enrichment Mailbox”, which is located in the main office.** Your enrichment credit will be added in PowerSchool after they have been checked and accepted.
3. This **log must be completed in ink for approval.** Logs completed in pencil will not be accepted.
4. Instructors must sign any corrections or changes made to this log. **Changes that are not signed will be rejected.**
5. If the log is submitted without the full 25 hours, the log will be rejected.
6. You do not have to attend a full hour. You can attend 30 minutes. As long as at the end, you have 25 hours, you will earn 0.25 enrichment credits.



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Name:

Advisor:

Date	Course	Total Time	Teacher's Signature



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