

# College Office Hours

Office	Hours	Notes
Academic Affairs	Monday – Friday 8:00 am to 5:00 pm	
Academic Support Center New Martinsville	Monday – Friday 8:00 am – 4:30 pm	Evening hours vary. Contact ASC for more information.
Academic Support Center Weirton	Monday – Friday 8:00 am – 4:30 pm	Evening hours vary. Contact ASC for more information.
Academic Support Center Wheeling	Monday – Friday 8:00 am – 4:30 pm	Evening hours vary. Contact ASC for more information.
Admissions	Monday – Friday 8:00 am to 5:00 pm	
Business Office	Monday – Friday 8:00 am -5:00 pm	Evening hours by appointment
Career Services	Monday –Friday 8:30 am – 5:00 pm	
Division Secretaries	Monday – Friday 8:00 am to 5:00 pm	Limited staff beginning at 7:30 am
Financial Aid	Monday – Friday 8:00 am – 5:00 pm	
Human Resources	Monday –Thursday 8:30 am – 5:00 pm Friday 8:30 am-4:30 pm.	Earlier office hours by appointment
Information Technology (IT)	Monday – Thursday 8:00 am – 7:00 pm Friday 8:00 am – 4:30 pm	Availability based on service calls
Institutional Advancement	Monday – Friday 8:30 am – 5:00 pm	
Institutional Research and Effectiveness	Monday – Friday 8:00 am - 5:00 pm	
Library New Martinsville	Monday – Thursday 9:00 am – 5:00 pm Friday 8:30 am – 4:30 pm	
Library Weirton	Monday – Thursday 9:00 am – 5:00 pm Friday 8:30 am – 4:30 pm	
Library Wheeling	Monday – Thursday 8:00 am – 5:00 pm Friday 8:30 am – 4:30 pm	
Maintenance	Monday – Thursday 6:00 am – 10 pm Friday 6:00 am – 7 pm	
Marketing and Public Relations	Monday – Friday 8:30 am – 5:00 pm	Earlier hours by appointment
President's Office	Monday – Friday 8:00 am -4:30 pm	Additional hours as needed
Recruitment	Monday – Friday 8:00 am to 5:00 pm	
Registrar/Records	Monday – Friday 8:00 am – 5 pm	
Student Activities	Monday – Friday 8:00 am – 5:00 pm	Extended hours for schedule events
Student Service Center-New Martinsville	Monday – Friday 8:00 am -5:00 pm	
Student Service Center-Weirton	Monday – Friday 8:00 am -5:00 pm	
Student Service Center-Wheeling	Monday – Friday 8:00 am -5:00 pm	By appointment Monday -Thursday 5:00 pm – 6 pm

**Please Note: Student Services, Financial Aid and the Business Office will be open the week before classes begin and the first week of classes until 6:00 pm, Monday –Thursday and 8:00 am to 5:00 pm, Friday**