



FAQs FOR MAIN OFFICE

Office Hours: 8:30 am - 4:45 pm

1. Where can I get a transparency roll?

You can go to Room 103 Douglas Hall. The professor has to pick it up oneself. Any media equipment is located at Media Services in Douglas Hall. If you need to call the number is 996-2755.

2. How many transparencies can a professor have?

15 per class if the professor needs more than that he/she has to get it approved by Department Head.

3. How do I go about it?

Fill out a _____ making sure there is a street address and not a P.O. Box. Return the form to Harriet or Mona in room 1020. An airbill will get typed. Also, if you have a package that will not fit in the drop box we need at least 3 hours notice so UPS can pick up the package before 4:30.

4. When is mail brought up to the main office?

- ◆ The mail is usually delivered by 11:30 a.m. and 3:30 p.m.
- ◆ Any mail over \$2.00 will be charged to your account.
- ◆ After postage is put on a package, if it is going overseas and weighs more than 1 lb., it will have to be hand delivered to the Post Office by the professor.

5. How do I get a copy card?

Harriet or Mona in room 1020 will give you one. If you should lose it, \$50.00 will be charged to your state account. You will be responsible for any copies on the card.

6. I misplaced my copy card. How do I get another one?

We will cancel your card. Any copies that were made on the card before it got canceled the professor will be responsible for those copies as well. Another card will be issued and \$50.00 will be charged to your service usage.

7. What are the procedures on having a document typed?

A deadline is needed for the first draft. After typed, it will be returned for corrections. Once corrections are made we will send it out to the appropriate person(s).

8. Where are supplies located?

If you need anything ask one of the secretaries in Room 1020 SEO.

9. When and where do I get my check.

- ◆ Academics get paid the 1st of every month in Room 1020 SEO. If the 1st is on a Saturday, you will get paid on that Friday. If the 1st is on a Sunday, you will get paid on that Monday.
- ◆ Non-academics get paid bi-weekly (on a Wednesday) in Room 1020 SEO.

10. Where is the work box located?

Ask Harriet or Mona in the room 1020

11. What to do if class is canceled?

Call the main office as soon as possible at 996.3423, let someone know so they can notify students regarding the cancellation.

12. How do I reserve Conference Rooms 1000 or 1325?

Call the main office 996.3423 to reserve Conference Rooms.

***FYI, Student workers do not do personal errands.**