

Greeting Visitors

Determining who a visitor needs to see:

1. Most of the time, the visitor will just need to know miscellaneous information about a professor. Questions concerning faculty names, office location/hours, or email addresses should be referred to the bulletin posted outside of the office.
2. If a student or guest would like to see the Chairman, make sure that he is the one that the person needs to see. Ask the student/guest, "May I ask what this is concerning?"
 - Usually the student just needs to speak with one of the Graduate or Undergraduate Advisors. If the student insists on speaking to the Chairman, call his secretary and let her know. She will handle it from there.