

Need Copies?

Copies may be made in the Part-Time Faculty Office (Room 126) or at the Faculty/Staff copier in the 1st floor hallway outside room 115. For large jobs, complete the Copy Request Form (Room 126 and 201). Place the request form and master copy in an inner-office envelope, and return the envelope to the copy request folder. Email/notify staff in room 200 that a request has been left. Allow a minimum of five days when requesting a large job.