

## HOW TO CONTACT YOUR INSTRUCTOR

If you need to get in touch with me or need any help this semester, please contact me ASAP. You can do the following:

- 1- Send me an email message through “**Course Messages**” in **Blackboard**. I check my Blackboard mail daily.
- 2- You can also call me at (772) 462-7791. If I am not in my office when you call, please leave a message on my voice mail. I check my messages daily and I will return your call by the next business day.
- 3- If you want to speak to me in person, my office is located in the R Building (R-242), Main Campus, Ft. Pierce. You can make an appointment or just stop by during office hours.

### **OFFICE HOURS**

- **MW:** 8:30-9:15 & 12:30- 1:30 (**Chastain** – A:103)
- **TTh:** 8:30-9:15 (**Pruitt:** J-216) & 12:30- 3:30 (**Main Campus-** R:242)
- **F:** 9:00- noon (**Main Campus** – R:242)

If my scheduled office hours are not convenient for you, please make an appointment to see me at a different time.