

# Contacting an Instructor

If students cannot get in touch with an instructor during class, or need to reach him or her on a day when they don't have class, a note can be left with the Faculty Services Coordinator in the Faculty Center. Students should leave a phone number and a time when they can be reached.

The only time students should try to contact an instructor at home is in the event of an absolute emergency and only if the instructor's number is listed in the phone book or the instructor has provided the number.