How to Contact your Director of Studies (and other things...)

from John Hallam
Room D8, Forrest Hill, 650-3097 (3090)

Welcome to the University. You will, I hope, find us all friendly and enjoy your study here.

Finding your way around at University can be unsettling. I am here to help. As your Director of Studies I am responsible for advising you about which classes to take, for guiding you through the paperwork and signing your permit to matriculate. However, I'm also here to help you with any problems you may have that affect your studies — academic problems (course too hard?), financial problems (bank breathing heavily at you?), accommodation problems (roommate plays heavy metal all night?), personal problems: anything for which you need advice or reassurance. You can even call in if you just want information about courses, options, or whatever.

If you are sick, you should normally contact the organisers of the courses you are taking to let them know if you need to miss work. You should also tell me, and your doctor will give you a medical certificate (which you should pass to me) if your illness is seriously disruptive. The University doctors have recently been reluctant to issue medical certificates for short illnesses — if you are sick for a few days near a deadline, let me know even if you can't get a certificate. The University is sympathetic to illness, but only if we know about it.

If you need to get hold of me in normal hours, the numbers at the top of this sheet will do. The first is my office 'phone, 3090 is a secretary. You can also contact me electronically by mail from your account — my address for electronic mail is **john@dai.ed**. If you have an urgent problem that needs to be dealt with outside normal hours, or you can't get hold of anyone at the University, you can call me at home on 661-2354. I am instantly available almost anytime for emergencies.

Finally, have a good first term. Do call in and see me if you want information about the Department or its courses, if you need to sort out a problem, or if you just feel like a chat.