

Open Door Policy & How to Read My Door Sign

Office Rules:

If my door is closed – please do not disturb me

If my door is open – please feel free to come in and ask questions or just to talk

Door Sign:

Not on Campus: (Should I try again later?)

If it is early in the morning I may not be in yet

If it is after 9:00AM – I'm probably not coming in today

Try email

On Campus but away from the office:

I have not left for the day – check my calendar (posted on my door)

try again after my current class or in 30-60 minutes

Back in 5 min:

Approximate return time!