

# 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**

## 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 – try again in 30-60 minutes

**Back in 5 min:**

Approximate return time!