

## **E-MAIL/COMMUNICATION**

**Information about courses is communicated to instructors by e-mail on the departmental computer through the instructors alias, so it's your responsibility to check your e-mail regularly for any new information.**

It is important that part-time instructors obtain an e-mail account. Please see Dermot Whelan to arrange. Also, if you are a part-time instructor and can be reached at e-mail on another machine, please let us know.