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Campus News August 23, 1991

La Salle University

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CAMPUS NEWS **L**

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

August 23, 1991

Attention Faculty:

The **Sheeky Writing Center** in Olney 203 offers free individual tutorials and workshops to help La Salle students, whether they be incoming freshmen, soon-to-graduate-seniors, or graduate students, with their writing, reading and study skills. The Center's services address the varied tasks and types of papers that students are asked to write across the disciplines. In addition, the Center provides assistance with resumes and letters of application to professional schools. However, students can take advantage of the Center's services only if they are aware of them. If you would like your students to learn more about the Writing Center and its range of services by having someone from the Writing Center speak briefly to your class, please contact the Director of the Writing Center, Dr. Mary C. Robertson, at **X1299** to make arrangements.



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To: The University Community

From: Linda Ferrante, Director

In planning for Fall Semester please remember to notify the Mailroom Services Department of new faculty members and/or staff members so that their mail can be distributed correctly and quickly.

Offices and faculty members who hold a mailbox are required to know and use their combination or assign their combination to a designated person(s) as they see appropriate. Please be aware of the fact that Mailroom Staff will not open your mailbox or distribute your mail across the counter.

The following are instructions for using the combinations to departmental mailboxes:

1. Turn **LEFT** at least four turns, stop at _____.
2. Turn **RIGHT**, passing the first number once, stop at _____.
3. Turn **LEFT**, (until you feel the *click), stop at _____.
4. Turn **RIGHT** to open.

* Just prior to reaching the last number in your combination, you can feel the cylinders fall into place. With the last turn to the right, you are actually pulling back the latch to open the door to your mailbox.

JUST WONDERING?

Have a question about mail?

Ask the expert!

Call Sam at X1039.

