GENERAL POLICY:
The Telephone Center's hours of operation are 7:30 A.M. until 5:00 P.M., Monday through Friday. Incoming calls are answered by switchboard operators. The Telephone Center uses student workers to assist with the switchboard.

All incoming calls are answered promptly. Not every person who calls the University knows which department or office they need, so the switchboard operator MUST be patient at ALL TIMES. The switchboard is not an information center, but an attempt is made to identify the proper department so the caller receives the correct information.

ADMINISTRATIVE BILLING:
Telephone bills are printed on the 15th of each month. If the 15th falls on a Saturday or Sunday, bills will be printed on the following Monday.