

MATH DEPARTMENT OFFICE PROCEDURES STARTING FALL 2021

IMPORTANT – PLEASE READ BELOW

- 1) Main Office door will remain closed for safety and social distancing. If you need to talk to someone, please knock on the front door and wait for someone to assist. Sometimes, the person is assisting others and may not be able to open the door immediately. Wait a few minutes and knock again.
- 2) The main office number is 305-284-2575. Someone will assist you between 8:30 am and 5:00 pm. If we are busy with another caller, we may not answer the telephone immediately, please call back.
- 3) Dropping off documents, homework, package, etc. Please knock and someone will assist.
- 4) Links to Course Request Form, Add/Drop and Transfer Equivalency forms are available at www.math.miami.edu/forms
- 5) To schedule an appointment with Dr. Leticia Oropesa (regarding ALEKS, Transfer Equivalency, permission to take a course, issues regarding placement and/or pre-requisites) email l.oropesa@miami.edu or go to <https://calendly.com/l-oropesa/dr-oropesa-s-office-hours> to schedule a zoom meeting with Dr. Oropesa.
- 6) To schedule an appointment with Dr. Subramanian Ramakrishnan, Director of Undergraduate Studies, email s.ramakrishnan@miami.edu
- 7) To schedule an appointment with Dr. Bruno De Oliveira, Director of Graduate Studies, email bdeolive@miami.edu
- 8) To schedule an appointment with Dr. Alexander Dvorsky, Director of the MSMF Program, email a.dvorsky@miami.edu
- 9) To schedule an appointment with Dr. Alexander Dvorsky, Associate Chair, email a.dvorsky@miami.edu

10) To schedule an appointment with Dr. Stephen Cantrell, Chair, email d.puerto@miami.edu and r.cantrell@miami.edu

NOTE: All such appointments will be conducted through Zoom or SYKPE

11) We need to practice physical distance for the safety of the faculty, staff and students.

12) All standard appointments that cannot be conducted by email will be conducted by Zoom.

13) Regular faculty, lecturers, postdoctoral scholars, and teaching assistants are permitted to check their mailbox, print/copy and other routine tasks. However, to protect the staff we ask that no more than 1 person enters the main office at a time and that folks conduct their business as expeditiously as possible. Lengthy discussions with staff should be conducted via Zoom.

14) Please maintain at least 6 ft. distance.

15) If you need to leave material for the staff, please leave it in the designated area at the front desk.

16) Everyone must always wear a face mask when walking in a hallway, entering a building, entering an office, riding the elevator, in the stairwell, in the restroom, etc. If you are in an office by yourself and you want to remove your face mask you will need to keep your office door closed.