Multiple services are available in room 203E at the Faculty of Education to provide support for teaching and administrative staff, as well as students.

In order to better serve Faculty members, the following service norms have been established, which allow requests to be processed in a more efficient and timely manner.

**Contact information for Mélanie Halderson at 203E**

To contact Mélanie, please use one of the following contacts:

- Email: educphys@uOttawa.ca
- Phone: 613.562.5800, ext. 2025
- Business hours: from 8 a.m. to 12 p.m. and from 1 p.m. to 4 p.m.

**Contact information for Alex Forest at 265**

To contact Alex, please use one of the following contacts:

- Email: educphys@uOttawa.ca
- Phone: 613.562.5800, ext. 4059
- Business hours: from 8:45 a.m. to 12 p.m. and from 1 p.m. to 5 p.m. (September to May)
  - from 8:45 a.m. to 12 p.m. and from 1 p.m. to 4 p.m. (June to August)

**Mailbox**

In order to process mail and other requests from the University’s community, the physical and material resources team offers a mailbox, which is located right next to the mailboxes.

The mailbox can be used for:

- Internal and external mail,
- Students’ assignments (inserted in a sealed envelope, with addressee clearly identified),
- Administrative forms, such as:
  - Request for classroom, mailbox or office keys
  - Request for office supplies
  - Request to refill photocopier account
  - Request for printing by docUcentre Services
  - Faxes to be sent.
Internal/external mail

Mail to be sent must be placed in the mailbox located near LMX 309. The physical and material resources team regularly distributes mail throughout the day.

If a package is too large to fit in your mailbox, a pink slip will be put in your mailbox advising you to pick it up in room 203E.