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)

**Fax services**

Faculty of Education: 613.562.5146

Complete the “Fax” form.

Put the form in an INTRA envelope labelled FAX, available at LMX 322C (photocopy room) and deposit it in the mailbox next to LMX 309.

Once the fax has been sent, we will stamp it “Faxed” with the date and put it in your mailbox.

**Service norms:** Local faxes are sent within three hours. International faxes are more complex and the timeframe is therefore unpredictable.

**Note:** You can also send your documents by email. Xerox photocopiers are equipped to scan and send your documents in PDF format. This option is faster, less expensive and provides a better
quality document to your addressee. The physical and material resources team (room 203E) will be happy to explain to you how to do this.