The staff and I welcome you to the IRSC Joint-Use Campus at St. Lucie West. We will do all we can to make your teaching experience here pleasant and rewarding. Thank you for sharing your time and expertise with us. I look forward to meeting and working with you all.

I would ask that you read and adhere to the following policies here at the St. Lucie West Campus.

- **The Golden Rule:** Always notify the Provost Office (please call 336-6210) if you are unable to meet with your class.

- **Check your mailbox located in the Faculty Work Room (E220) before each class.** For your convenience, another work room is also available in A-Bldg. (A-111) for your use.

- Provide a copy of your syllabus for each class taught at St. Lucie West to the Provost Office (inside E207) or if after 5:00 p.m., to our Student Services office (J113). Please remember, you must give your students a hard copy of your class syllabus.

- Complete the attached information sheet and turn it in to the Student Services office (J113) or the Provost office (E207).

- Dress professionally for class. **Absolutely no blue jeans!**

- Neither faculty nor students are permitted to bring children into the classroom or leave them unattended on campus.

- Please enforce the **NO EATING** and **NO DRINKING** policy in the classrooms and auditorium (E114).

Please do not hesitate to let us know if we can support you in any way to make your teaching experience at St. Lucie West more enjoyable.

Harvey E. Arnold, Ph.D.
Provost, St. Lucie West Campus