

FACULTY INFORMATION SHEET

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PLEASE TYPE or PRINT LEGIBLY

This information is for the Oakland University Birmingham Center and the Office of the Registrar, Evening and Extension Program use ONLY. On occasion, we may need to contact you with information essential to your course. Please fill out this form every semester, even if we already have a form on file for you. Your current address and telephone numbers are critical.

Please complete this form and return it to the Oakland University Birmingham Center office, room F102, fax it in to us at: 248-647-2285, or send it through university mail on campus to: The School of Business Administration, Graduate Programs, Elliott Hall 4th Floor.

Did you teach at an extension site LAST SEMESTER? Yes____ **No**____

SEMESTER and YEAR

DEPARTMENT

BUILDING: SEA, DERBY, MUC, Other

COURSE NAME

COURSE NUMBER

SECTION NUMBER

INSTRUCTOR (PLEASE PRINT!) LAST NAME

FIRST NAME

INSTRUCTOR CURRENT MAILING ADDRESS

CITY, STATE, ZIP

AREA CODE AND HOME PHONE NUMBER

Permission to give to students: YES/ NO

AREA CODE AND WORK PHONE NUMBER

Permission to give to students: YES/ NO

(Please indicate whether or not Oakland University Center -Birmingham has permission to give the above telephone numbers to students who wish to contact you regarding your class.)

INSTRUCTOR EMAIL

Do you check your email on a regular basis?

SIGNATURE _____ DATE _____

****PLEASE ATTACH SYLLABUS TO COMPLETED FORM!!!**