

TO: Mathematics Department
FROM: Gerhard Dangelmayr, Chair
RE: Room Uses in Weber

Dear Colleagues,

In order to make better use of the rooms in our building and under our authority, please note the following as principle uses of each room in the Weber building.

Weber 008: Departmental copies of textbooks, office hours, review sessions, exam grading

Weber 013: Undergraduate study lounge

Weber 015: Graduate student office hours, review sessions, exam grading

Weber 017: Graduate student office hours, review sessions, exam grading

Weber 105: Departmental administrators meetings, working space for office personnel, small department administration meetings, staff meetings, special exam proctoring for individual students.

Weber 117: Departmental common coffee lounge and food preparation for scheduled seminars, Math Club meetings/gatherings, exam grading as is available (usually after 5:00 p.m.)

Weber 130: Non-scheduled Classes, Grading, Seminars

Weber 201: Faculty & Departmental meetings, departmental defenses & presentations, exam grading as is available

Weber 223: Non-scheduled Classes, seminars (scheduled by Georgeann Venis, CNS Dean's Office)

Weber 237: Non-scheduled Classes, seminars (scheduled by Georgeann Venis, CNS Dean's Office)