

General Information & Services Facilities

RECEPTION DESK

Hours of operation when Good Samaritan College is in session:

Monday – Thursday	6:30 AM to 9:00 PM
Friday	6:30 AM to 6:30 PM
Saturday & Sunday	Closed

In order to maintain a safe environment, students are not permitted in the college facility beyond the regular operating hours. Students must wear Student Identification Badges at all times on hospital/college property.

Information on current operating hours can be obtained by contacting the Reception Desk. The Reception Desk is located on Level 8 MN. Student Mailboxes are located in the Reception Desk area. The following services are provided:

1. Calls or messages for students are taken at the Reception Desk. Routine messages are placed in student mailboxes. Please notify friends/family of the correct number for messages: **(513) 862-2631**.

STUDENTS ARE RESPONSIBLE FOR CHECKING COLLEGE MAILBOXES, E-MAIL AND BULLETIN BOARDS DAILY.

3. The Receptionist will attempt to locate a student in an emergency situation. However, it is the primary responsibility of students to communicate daily locations, schedule and appropriate phone numbers to those who may need to contact them.
4. Student Mail for Faculty - The Receptionist will distribute materials from students to faculty mailboxes. The materials must be handed directly to the Receptionist and may not be left on the Reception Desk. Items for faculty from students must be clearly marked with the names of the faculty member and the student.
5. Students do not have access to the area behind the Reception Desk or the Faculty Mail Room/Copy Room. Copiers for student use are available in the Seton Lounge, the Media Center and the Health Science Library. The Receptionist will not honor telephone requests for Directory Information (address, telephone number, etc.). If necessary, the Receptionist will contact the student or faculty member with a message from the caller.
6. Information on grades is not provided by the Reception Desk.
(See Sonisweb/Posting of Grades)