

School of Continuing Education
Office of Off-Campus & Contract Credit Programs
Eastern Illinois University
600 Lincoln Ave
Charleston, IL 61920
1-800-446-8918
217-581-5114

TO: Off-Campus Faculty

RE: Information Sheet

It is time, again, to update our records. In order to make sure we have correct information, please complete the following information and return it to the Continuing Education Office. This is to make sure we are able to contact you when needed.

NAME _____ DEPT _____

OFFICE PHONE _____ HOME PHONE _____

HOME ADDRESS _____

_____ FAX _____

E-MAIL _____

SIGNATURE _____ DATE _____

Students often call us asking how they can contact you. Please check all below that you are willing for us to give out to students: _____ Office Phone _____ Home Phone _____ Fax _____ E-Mail