

## WEEKLY SCHEDULE FOR DROP IN SESSIONS AND EXAM SESSIONS at HAMILTON CAMPUS

ECDL	Monday		Tuesday		Wednesday		Thursday	
ROOM	322	320	322	320	322	320	322	320
09:00					Practice			
10:00					and			
11:00					Support			
13:00		Assess	Practice					Assess
14:00		Exam	and					Exam
15:00		Exam	Support					Exam
17.15								
17:30					Practice	Exam	Practice	Exam
18:15					and	Exam	and	Exam
19:15					Support	Exam	Support	Exam

### GUIDELINES

We do appreciate your co-operation regarding the following ways in which to contact us.

#### Bookings

Please email us on [ecdhamilton@uws.ac.uk](mailto:ecdhamilton@uws.ac.uk) at least two days ahead of time.

Please call us in the afternoon on 01698 894452.

We will only definitely reply to a booking request if there is definitely no space available. Our classrooms are at the end of the corridor on the third floor of the main Almada Building and this is accessed through the rear entrance.

#### Telephone Contact

We shall need to use our voicemail service each morning for the first half of 2008, and will try to return your call that afternoon.

#### Car Parking

Realistically the car park is only available to part time students late afternoon onwards. It is possible to purchase a daily parking voucher beforehand in the library using a student card, however access is on a first come first served basis. If you require a disabled parking place please could you email us beforehand and we shall also speak with the Estates Management team.

#### Catering

There is a small café open before evening classes for a snack on the first floor.

09/09/2008