

From: Denise Sangster <das232@law.georgetown.edu>

Date: Tue, Dec 2, 2008 at 11:00 AM

To: Mathew N Brown <mnb27@law.georgetown.edu>, Carol O'Neil <oneil@law.georgetown.edu>, Sally McCarthy <sem35@law.georgetown.edu>

Cc: Patrick B Hughes <pbh8@law.georgetown.edu>, Katherine M Hayes <kmh68@law.georgetown.edu>, Leon C Skornicki lcs29@law.georgetown.edu

Subject: Re: Registrar Action Items

Matt,

It was a pleasure meeting with you, Patrick, and Katherine yesterday. I appreciated hearing students' concerns and suggestions on how my office can better serve students.

My assistant has been tasked with posting the exam rooms list on our website at least 30 minutes prior to the start of exams. I've also reiterated to my staff that the exam rooms list must be posted on all McDonough classroom doors, elevators, and outside our office at least 30 minutes prior to the start of exams and that old exam rooms lists must be removed in a timely manner so as not to cause any confusion.

I look forward to working with you on the projects mentioned below.

Best wishes on exams!

Regards,
Denise Sangster

Denise A. Sangster

Registrar

P 202-662-9238 | F 202-662-9235