

**Are students easily able to find your office to conduct their important business and get the advice they need? Find out with our checklist!**

<b><i>Do your online and building directories:</i></b>	<b>YES</b>	<b>NO</b>
✓ Give clear and detailed phone number and location information?		
✓ Give detailed locations for the sub-areas students often look for to conduct their business? (Cash Services, Advisement, Interlibrary Loan, etc.)		
✓ List by name the people in each area who students interact with most and where to find them?		
✓ Provide an area map with “You Are Here” to help students navigate?		
✓ List the office hours?		
✓ Bonus: Have you tried to find your office using the CSUN online map? 1. Does the map lead students to the right place? 2. Does it give the most direct route?  If you answered “no,” consider working with IT to correct the information.		

Let us help you. Check our webpage for best practices, examples, and resources to get started!

