

**Williamsburg Technical College  
PROCEDURE**

**SECTION E – FACILITIES MANAGEMENT**

Title <b>TELEPHONE SERVICES</b>	Number <b>E-19.1</b>
Division of Responsibility <b>Administration and Finance</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President _____  President _____	Supersedes Procedure No. <b>E-19.1</b> Date <b>5/24/10</b>

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- I. Telephones are provided in administrative and faculty offices.
- II. Except in case of emergency, classes will not be interrupted for telephone calls. Student Affairs will take the name and number of the person calling and notify the instructor or student so a return call can be made. Emergencies are considered circumstances or conditions in which property or human life is in jeopardy.