

Subject: Reception Services  
Number: 222  
Issued by: Vice Chancellor for Advancement  
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**FRONT DESK:** The Office of Advancement provides reception services from 8a.m. to 7p.m. Monday through Friday for the main University number, 843-521-4100.

1. The front desk is located in the lobby of the Performing Arts Center.
2. Front desk personnel act as the “face” of the University, directing students and visitors to their destination on the Beaufort campus.

**LOST AND FOUND:** The front desk handles the lost and found for the downtown Beaufort campus.

1. Bring found items to the front desk.
2. To retrieve found items, see the front desk receptionist. Accurately described items will be promptly returned.

**INFORMATION SERVICES:** Because front-desk personnel receive the brunt of questions about the University, it is imperative that they receive accurate and timely information about what is happening at the University. The front desk should be notified:

1. if a regularly scheduled class or event is moved or its time changed, and
2. when faculty or staff member sponsors an event at the University.

If you are hosting a special event at the University, you must notify the front desk one week prior to the event.

1. To notify, you must fill out an online form at [http://www.sc.edu/beaufort/ooa/event\\_form.shtml](http://www.sc.edu/beaufort/ooa/event_form.shtml). Instructions are on the page.
2. when you arrive, please notify the PAC receptionist so the lost and latecomers can be properly directed.