

Attention OSS and Project Mentor Students Important Notice

Ms. Aitken and Ms. Jackson **are available by appointment only**. When possible, we will do our best to accommodate walk-in requests. If you do not have a scheduled appointment, please sign the sign in sheet and wait in the waiting area to be called. If you cannot wait, include your phone number and/or email address, and we will contact you to schedule an appointment. You may also contact us at 201-200-2091 or jaitken@njcu.edu or ljackson1@njcu.edu. **Please do not interrupt meetings with other student clients. Meetings held in the OSS/Project Mentor offices are confidential. Please respect the privacy of your peers.**

Project Mentor Students: Remember to contact or visit your PM Mentor to discuss any problems, issues, or requests that arise during the semester. Copies of the drop in schedule are available in the waiting area and on our website www.njcu.edu/pmentor. PM Mentors can answer questions, provide guidance, and assist you in completing college related tasks.

Please understand that we are making this request in order to best serve all of our students. Thank you for your cooperation.

J.A

Jennifer Aitken, Director

OSS and Project Mentor

OSS/Project Mentor Sign In Sheet

Sign only if you **do not** have a scheduled appointment

	Name	Phone#	Email Address	Date
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