

Keeping in touch with the Department of Geography

How we will communicate with you

We keep in touch with you using **email**, **Moodle**, **Microsoft Teams**, through **meetings** and by **phone**.

If we want to get in touch with you personally, we will generally email you (to your mumail.ie address). You should check this email account regularly (at least daily).

If we want to share information about a module, we will do this during lectures/seminars and we will also use Moodle and/or Microsoft Teams.

If we want to share more general information that is relevant to all students, we will use Moodle and/or Microsoft Teams. You will be registered on Moodle for a general information page for your year, and important administration information will be shared there.

We may sometimes ask you to meet us, and we will schedule a meeting that suits both of us – either in person or online through Microsoft Teams.

How you should get in touch with us

If you have queries about a module, and the information is not already available on Moodle or Microsoft Teams, you should contact your lecturer/tutor. **Microsoft Teams** or **email** is best if the query is straightforward. Your course year handbook and the Department of Geography [website](#) has a full list of contact details.

If the query is more complicated, it is a good idea to use **drop-in/office hours**. Drop-in/Office hours are times that staff members have set aside just for you. A full list of drop-in/office hours is available on Moodle and on the Department of Geography website.

For serious issues, the people to contact are the Head of Department (Stephen McCarron), the Deputy Head of the Department and Director of Student Success (Adrian Kavanagh).

The Department of Geography administrators (Nessa Hogan and Catherine O’Driscoll) are available to help also. Contact them by email to geography.department@mu.ie or drop into Room 11 or Room 23C.

Contact us:

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Email: geography.department@mu.ie

Twitter: @Maynoothgeog

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