

## **Email Signatures for Marshall B. Ketchum University**

Font: Calibri  
Point Size: 10.5 point

A vertical line | is used in three places in the Email signature.  
PC and Mac Users: Hold down the shift key and hit the backward slash key.

### **General Email Signature for Administration and Administrative Staff at the University's Main Campus and South Campus**

Your Name  
Title and/or Rank  
Department  
Marshall B. Ketchum University  
2575 Yorba Linda Blvd. | Fullerton, CA 92831-1699  
714.---.---- | Fax 714.---.----  
name@scco.edu | www.scco.edu

### **General Email Signature for Administrators & Faculty assigned to SCCO or SPAS**

Your Name  
Title and/or Rank  
Department  
Marshall B. Ketchum University  
Southern California College of Optometry (or Developing School of Physician Assistant Studies)  
2575 Yorba Linda Blvd. | Fullerton, CA 92831-1699  
714.---.---- | Fax 714.---.----  
name@scco.edu | www.scco.edu

### **General Email Signature for Administrative Staff**

Your Name  
Title  
Department  
Marshall B. Ketchum University  
2575 Yorba Linda Blvd. | Fullerton, CA 92831-1699  
714.---.---- | Fax 714.---.----  
name@scco.edu | www.scco.edu

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**NOTE:** If you have a question regarding your Email signature for the Eye Care Center, please contact Director of Clinic Operations, Kathy Frugé-Browder at 714.992.7836 or [kfruge-browder@scco.edu](mailto:kfruge-browder@scco.edu)

### **ECC Department / Service Names to Use:**

Stein Family Cornea and Contact Lens Center  
Jarnagin Primary Eye Care Center  
Mary Ann Keverline Walls Low Vision Center  
Studt Center for Vision Therapy  
Ocular Disease and Special Testing Service  
Optical Service  
Pediatric Vision Service

### **Eye Care Center Email Signature for Faculty**

Your Name  
Title and/or Rank  
Department / Service  
Eye Care Center  
Marshall B. Ketchum University  
2575 Yorba Linda Blvd. | Fullerton, CA 92831-1699  
714.---.---- | Fax 714.---.----  
[name@scco.edu](mailto:name@scco.edu) | [www.scco.edu](http://www.scco.edu) | [www.sccoeyecare.com](http://www.sccoeyecare.com)

### **Eye Care Center Email Signature for Administrative Staff**

Your Name  
Title  
Department / Service  
Eye Care Center  
Marshall B. Ketchum University  
2575 Yorba Linda Blvd. | Fullerton, CA 92831-1699  
714.---.---- | Fax 714.---.----  
[name@scco.edu](mailto:name@scco.edu) | [www.scco.edu](http://www.scco.edu) | [www.sccoeyecare.com](http://www.sccoeyecare.com)

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### **Optometric Center of Los Angeles Email Signature for Faculty**

Your Name  
Title and/or Rank  
Department / Service  
Optometric Center of Los Angeles  
Marshall B. Ketchum University  
3916 S. Broadway | Los Angeles, CA 90037  
323.234.9137 | Fax 323.235.6203  
name@scco.edu | www.scco.edu | www.eyecarela.com

### **Optometric Center of Los Angeles Email Signature for Administrative Staff**

Your Name  
Title  
Department / Service  
Optometric Center of Los Angeles  
Marshall B. Ketchum University  
3916 S. Broadway | Los Angeles, CA 90037  
323.234.9137 | Fax 323.235.6203  
name@scco.edu | www.scco.edu | www.eyecarela.com