



MEMORANDUM

FROM: Michael N. Christakis, Ph.D.
Assistant to the Vice President

RE: Summer Hours – Division of Student Success

DATE: May 12, 2009

Offices throughout the Division will operate under the following hours during the summer beginning **Monday, May 18, 2009:**

Campus Center Management	8:00am – 4:00pm *
Career Services	8:00am – 4:00pm
Conflict Resolution & Civic Responsibility	8:00am – 4:00pm
Counseling Center	8:00am – 4:00pm
Disability Resource Center	8:00am – 4:00pm
Health Center	8:00am – 3:30pm
Multicultural Student Success	8:00am – 4:00pm
Orientation	8:00am – 4:00pm *
Personal Safety and Off-Campus Affairs	8:00am – 4:00pm
Residential Life	8:00am – 4:00pm
Student Involvement and Leadership	8:00am – 5:00pm
University Police (Administrative Office)	8:30am – 5:00pm
Vice President’s Office	8:00am – 4:00pm

** 8:00am – 5:00pm from July 1st to July 31st.*

Division Offices will be **CLOSED** on **Monday, May 25, 2009** for the **Memorial Day** holiday. Please note that the **Independence Day** holiday (**July 4, 2009**) falls on a Saturday. Employees will be granted a compensatory day off after the holiday, subject to supervisor approval.

Regular hours will resume on **Monday, August 31, 2009.**

Should you have questions, please contact me personally.