



Date: August 3, 2011

To: The University Community

From: Willard Gingerich, Provost

Subject: Extended Student Service Office Hours, 2011-2012

In our efforts to meet the demands of a changing University population, this fall we will institute extended office hours for key service offices during significant advising, registration and enrollment periods. The dates and required schedule of hours are indicated as follows:

1. The following offices will be open extended hours 1 week before and after the start of the semester and during registration periods:
 - Academic Advising
 - Auxiliary Services
 - Counseling and Psychological Services
 - Dean of Students
 - Disability Resource Center
 - Financial Aid
 - Graduate School
 - Registrar
 - Residential Education and Services
 - Student Academic Services (Center for Advising and Student Transitions, EOF and CADA)
 - Student Accounts
 - University Health Center
 - Undergraduate Admissions
 - Other offices to be determined or as necessary including departmental advising offices
2. The dates for extended hours will be:
 - a. Fall 2011 – August 29 to September 14 (inclusive) and October 31 to Nov. 14 (inclusive)
 - b. Spring 2012 - January 10 to January 24 (inclusive) and April 2 to April 16 (inclusive)
3. The extended hours will be 8:30 – 6:00 PM, Monday through Thursday.
4. Throughout the rest of the semester the days with extended hours will remain Monday and Thursday nights (not including the exam week days of Monday and Thursday, December 19 & 22).

Please share this information with your students.