

MEMORANDUM

TO: Members of the Faculty, Staff, and Administration

FROM: Aaron Scheiwe, Assistant Vice President for Business
Mary DeGraw, Senior Associate Vice President for Enrollment Management

DATE: December 5, 2016

RE: CHRISTMAS HOLIDAY & SEMESTER BREAK INFORMATIONAL ITEMS

The 2016-17 Christmas Holiday and semester break informational items and calendar of office hours are being e-mailed to all faculty and staff. This information is based upon our past procedures and has been updated as a result of suggestions received at a recent planning meeting. .

The information is also being placed on the Lewis website (www.lewisu.edu) under the Faculty/Staff portal page. For your convenience, you can access the information directly at the following URL, www.lewisu.edu/unews/xmasmemo, or use the *University News* link under the *News and Events* heading. The University News login screen requires the designated user name and password, utilizing the following steps:

- a) Type the User ID: Lewis;
- b) Hit the tab key;
- c) Type the Password: unews; and
- d) Hit the enter key or log on

Everyone is requested to frequently check his/her voice mail. Personalized holiday messages should be recorded in your voice mailbox.

2016-17 Christmas Holiday and Semester Break Information

December 4, 2016 through January 21, 2017

1. **Activities** – Find up-to-date information online at the Lewis Web site (www.lewisu.edu) under Faculty&Staff/News & Events heading. (User ID: Lewis, Password: unews)

A copy of this memo can be found at: <http://www.lewisu.edu/unews/xmasmemo>

2. **Admission** – During the holiday break, the Office of Undergraduate Admission will check the voicemail and e-mail. If you encounter anyone who wishes to enroll for the spring semester, please ask them to email admissions@lewisu.edu or leave a voice message at x5250 and a staff member will respond. Information packets will be available at the Information Center for prospective students that visit during the holiday break.

The Office of Graduate Admission will check voicemail and email over the holiday break. If you encounter anyone who wishes to enroll for the spring semester, please ask them to leave a voice message at x5610 or e-mail grad@lewisu.edu and a staff member will respond. Information packets will be available at the Information Center for prospective students that visit during the break period.

3. **Athletics** – See attached schedule of events.
4. **Bookstore** – The Bookstore will be open during the times noted on the CALENDAR.
5. **Buildings** – Campus building temperatures will remain normal during the break. Please unplug office appliances (i.e. heaters, coffee pots) prior to the start of the break.

6. **College of Nursing and Health Professions** –

Tuesday, January 3, 2017	Kaplan Testing, 8:00am – 3:00 pm, SH245
Wednesday, January 4, 2017	Kaplan Testing, 8:00am – 3:00pm, SH245
Thursday, January 5, 2017	Faculty Review Panel, 9:00am - 12:00pm, SH 245
TBD	BAC/BSN & KAT Testing, 2:00pm to 4:30pm, LRC 3rd Flr Computer Lab & LR 346. Info. Session immediately following at 4:30pm – 6:00pm
Thursday, January 5, 2017	Kaplan Testing, 8:00am – 3:00pm, SH245
Thursday, January 12, 2017	CONHP Student Move In Day
Friday, January 13, 2017	Math Testing, 7:00am - 5:00pm, SH 245
Friday, January 13, 2017	Sophomore Math Testing, 12:30pm, SH 167
Friday, January 13, 2017	Sophomore Success Day, 7:00am - 5:00pm, SH 245
Friday, January 13, 2017	Simulation 30-325 Skills Labs SH278, SH291, SH292
Friday, January 13, 2017	BAC/BSN Success Day, 12:00pm – 3:30pm, Atrium
Saturday, January 14, 2017	Math Workshop, 8:00am - 4:00pm, SH 245
Saturday, January 21, 2017	Math Workshop, 8:00am – 4:00pm, SH245

CPR

Tuesday, January 3, 2017	CPR Course, 9:00am – 3:00pm and 4:00pm – 8:00pm, DO012
Wednesday, January 4, 2017	CPR Course, 9:00am – 1:00pm and 4:00pm – 8:00pm, DO012
Thursday, January 5, 2017	CPR Course, 9:00am – 3:00 pm, DO012
Tuesday, January 10, 2017	CPR Course, 9:00am – 3:00 pm and 4:00pm – 8:00pm, DO012
Wednesday, January 11, 2017	CPR Course, 9:00am – 1:00 pm, DO012
Thursday, January 12, 2017	CPR Course, 9:00am – 3:00pm and 4:00pm – 8:00pm, DO012

7. **College of Education** –
Graduate Student Orientation - January 12, 2017 – 4:30-8:00pm, DL 250
8. **Computer Labs** – See attached CALENDAR for schedule of Library hours during the holiday period. The Computer Lab in the Library will be open the same hours. All other public computer labs will be closed until Tuesday, January 17, 2017 when they resume normal hours.
9. **ELS Language Center** – Occupies space in Mother Theresa and Dorothy Day Halls 8:00 am – 5:00 pm. ELS Language Center is closed December 25 and January 1st.
10. **Facilities** – For any facilities related issues that may arise over the break period contact Lewis University Police Department (LUPD) and they will then notify the appropriate facilities personnel.

11. **Faculty Development Activities** –

New Employee Mission Orientation Workshop, Commissioning Service and Welcoming Luncheon
Friday, January 13, 2017 from 8:00am – 1:00pm
Locations include: Sancta Alberta Chapel, D'Arcy Great Room, and University Dining Room

Adjunct Faculty Orientation and Appreciation Dinner
Wednesday, January 11, 2017
6:00pm -8:30pm
Location: UDR

12. **Food Service** – *Charlie's Place* will serve food during the times noted on the attached CALENDAR. *The Courtyard Café, Flyers' Den, Common Grounds, and Jazzman's Cafe* will be closed during the break period.
13. **Graduation** – December 17 and 18, 2016. Graduation activities are listed on the attached handout.
14. **Health Services** – See CALENDAR for hours and attached information sheet. As always, emergency situations will be handled through LUPD at ext. 5911.
15. **Holiday Period/Operations** – The Christmas/New Year holiday is from 3:00 pm on Thursday December 22, 2016 through Monday, January 2, 2017. Normal business operations will resume on Tuesday, January 3, 2017. With the exception of Facilities, LUPD, and the Residence Halls, operations will cease at 3:00 pm on December 22, 2016. Schedules for these departments will be forwarded to Michael Zegadlo – LU Police Department. See CALENDAR for details.
16. **Housekeeping** – See attached CALENDAR for hours. Enrique Hernandez (815)838-7576 or housekeeping@lewisu.edu will prepare a schedule and forward a copy to Michael Zegadlo – LU Police Department.
17. **Dr. Martin Luther King, Jr. Holiday** – The Dr. Martin Luther King, Jr., holiday is Monday, 1-16-17; however, all regional campuses will be open for evening classes and the Library will be open from 5:00pm -Midnight.
18. **FedEx Office** – The last drop off/pick up of the 2016 calendar will be at 10:00 am on Thursday, December 22nd. During the Holiday Break, orders can be placed through the website (https://printonline.fedex.com/v3.8.0_s8/lewisu/) or via e-mail (usa0375@fedex.com). Please indicate if the order will be picked up at the Naperville location (860 W. 75th Street, Naperville, IL 60565), all other orders will be held and delivered during the week of January 2, 2017.
19. **Library** – See attached CALENDAR for schedule of Library hours during the holiday period.
20. **Mail Room** – The mailroom will be closed and there will be no mail delivery service during the break. All outgoing mail must be deposited in the mailbox outside of the north end of the LRC from 12-23-16 through 1-2-17. Outgoing mail must be at the mailroom by 2:00 p.m. on 12-22-16 to be processed for that day.
21. **Main Entrance Security** – From 6:00pm on 12-22-16 through 6:00am on 1-3-17, the main access gate will be closed. All employees, students, and visitors will be stopped at the Communications Center and informed that the campus is closed. Access to campus will be granted to community members with a valid Lewis ID. Your cooperation is appreciated. LUPD will accept express letters and packages and the recipient will be called at home (if a number is available). In the event that contact is not made with the recipient, the person's supervisor will be contacted. A message will also be left on the individual's and supervisor's voice mail.
22. **Office of Technology Service Desk** – During periods of University closure, request for assistance by email to servicedesk@lewisu.edu and voicemail messages left at (815) 836-5950 will be checked periodically. All messages that are not indicated as urgent by the requestor will be responded to upon resumption of Service Desk operations during normal business hours.
23. **Blackboard Support Services** - Students/Faculty looking for Blackboard support may call the service desk number, (815) 836-5950 and follow the instructions to contact a Blackboard support group. Or the Blackboard support group may be contacted directly by dialing the toll free number: (844) 889-9722.

24. **Office Parties** – Office Christmas parties should be held at lunch hour.
25. **Opening Day – (Sunday - Jan. 15th)** See CALENDAR for units scheduled to work. Check-in is from 10:00am to 4:00pm
26. **Outages** – There is the possibility of a power outage planned over break. In the event any outages occur, they will be communicated to faculty and staff through email.

27. **Payroll:**

Faculty/Staff – Timesheets for the pay period ending Friday, 12-09-16 are due in payroll on **Monday, 12-12-16**. The direct deposit will be made on Thursday, 12-15-16.

Non time clock timesheets for the pay period ending **Friday, 12-23-16** are due at the end of the business day on **Friday, 12-16-16**, hours may be estimated. This includes PTO request by exempt (salaried) employees. Any adjustments to actual hours worked can be made on the time sheets for the period ending **1-6-17**

Time clock system – employees should punch in and punch out for the following dates: 12-10-16 through 12-15-16. Hours for 12-16-16 through 12-23-16 should be estimated and entered by the employee's manager. The employee's manager should input the time by opening the pending timesheet and editing the hours. These hours must be input no later than **Friday, 12-16-16**. The complete option will not be available at this time; Payroll will complete the timesheets on the managers' behalf. A complete list of each department's employees, with timesheets that are ready for completion, will need to be provided via email to carlsoms@lewisu.edu by end of day **Friday, 12-16-16**. Any additional hours that were worked over the estimated hours for 12-16-16 - 12-23-16 time period may be added to the timesheet for the period ending 1-6-17.

Note: Staff may carry up to five days PTO into the following year, no action is required by employees to carry forward the PTO days. These days must be used by June 30, 2017.

Student – Timesheets for the pay period ending on Friday, 12-16-16 are due on Monday, **12-19-16 by 9:00am**. Timesheets will be available for completing after Friday, 12-16-16. If you are not going to be in the office, the website is listed below in the event you need to complete timesheets from home. Timesheets completed after 9:00am will be paid on the next student payroll Friday 1-6-17.

<https://my.iemployee.com/advanced/login/login.aspx>

28. **Receiving** – Truck deliveries (with the exception of those to Follett's and ELS), will **not** be accepted between 12-23-16 and 1-2-17. Vendors will be notified through the Purchasing Department of the scheduled interruption.
29. **Recreation Center** – Attached is a complete listing of Recreation Center events and hours of operation prepared by Jill Siegfried.
30. **Residence Halls** – Resident keys will be collected, with the exception of those from students residing in their own rooms over break. Fred Gandy will forward a list of these students to Michael Zegadlo – LU Police Department.
31. **"School Information"** – Should inclement weather necessitate closing of the University, Send Word Now will be activated. You can also see the list of radio and television stations attached for closing information. A broadcast message will also be recorded on the main campus number 815-838-0500 under 9 for weather announcements and an announcement will be posted on the Lewis University Web site, under the News section.

Special Note: Should it become necessary to close the University, Facilities and LUPD personnel **must** report to work at their regularly scheduled times and locations.

32. **Securing of Valuables** – All petty cash funds, cameras, AV equipment, etc., are to be put into the Business Office safe by 2:00 pm on Thursday, 12-22-16 for storage over the holidays, and retrieved by a department representative on Tuesday, 1-3-2017.
33. **Student Orientation** – Schedule attached for the new student orientation, prepared by Mary DeGraw.
34. **www.lewisu.edu** – Be sure to visit the Web site for information.

35. **Switchboard** – The auto-attendant feature contained within the University phone system will continue to be operational throughout the holiday break. Any phone outages should be reported to LUPD.
36. **Voice Mail** – Individual and department voicemail messages should be tailored for the holidays. The following instructions are provided for your use:

Access your voice mail: Call 815-836-5100,
Dial your ext. number, followed by #. Enter your password, followed by #.
At the main menu, press 3 to administer greetings. The system will announce which personal greeting you currently have activated.

Press 1 to record a greeting; Enter a greeting number between 1 and 9 (choose a number other than your current greeting and you will not have to re-record your greeting after the break).
Record your greeting, press # to approve, 1 to edit, or *3 to re-record your greeting.
After approval, press 1 to activate your greeting for all calls.

To reinstate your original message when you return to work:

Access your voice mail as described above and at the main menu, press 3 to administer greetings.
Press 3 to activate a greeting, enter the number of your original greeting,
Press *R to return to getting messages, or hang up.

Staff mailboxes have a maximum capacity of 20 minutes for messages. New messages are kept in the system for 15 days (30 days for faculty and students). If you listen to any part of a message, including the header, the message will be saved for 7 days from that point. If you need to keep a message for longer than that, you can “forward” it to yourself by pressing 1, 2 and recording a brief comment, and sending it to your own extension. Then, the message will be treated as new.

The following message will be placed on the main number, 815-838-0500:

*Happy holidays, and thank you for calling Lewis University. Our administrative and faculty offices are currently closed for the holiday break. Offices will reopen on January 3rd. If you know your party's 4-digit extension, you may dial it now. For a directory of employees by last name, press *8*2*

To directly dial an extension, please follow these instructions:

If it begins with 5, use area code 815 836, followed by the extension

If it begins with 6, use area code 815 834, followed by the extension

If it begins with 7, use area code 815 588, followed by the extension

*To reach Campus Police, press 1. To leave a message for an Admissions counselor, press 2. To hear this message again, press *4.*

The following message will be placed on the 1-800 number:

Thank you for calling Lewis University. We are currently closed for the holidays. However, your call is very important to us, and admissions counselors will be checking for messages on a daily basis. In your message, please be sure to leave your name and phone number with area code. Regular office hours will resume on January 3rd. The following options are available:

To leave a message for an admission counselor to call you about:

Traditional undergraduate admissions, press 1.

For College of Nursing programs, press 2.

For accelerated undergraduate programs for working adults, press 3.

For graduate MBA programs, press 4

For all other graduate programs, press 5.

For aviation programs in Flight & Maintenance, press 6.

*To hear this message again, press *4.*

Calls from this menu will ring into the mailbox set up for your department's 800# calls. Departments may need to record an alternate greeting to play during the holidays. Please make arrangements for responsible parties in your area to check for, and respond to, messages in a timely manner.

If you have any questions about your department's 800#, please call the Help Desk at 5950 by December 22nd.

SOAR

New Undergraduate Student Orientation

December 2016 ~January 2017

Wednesday, December 7, 2016

College of Business Majors Only

Times are: **1:00 p.m. and 2:00 p.m.**

SB154, SB155, SB145, SB146

Tuesday, December 13, 2016

All Majors

Times are: **2:00 p.m., 3:00 p.m. and 4:00 p.m.**

LRC Computer Lab LR 346 and LRC 3rd Floor

Monday, December 19, 2016

College of DuPage 3+1 – CSJ students only

Times are: **1:00 p.m.**

Library Media Classroom and Library Computer Lab

Thursday, January 12, 2017

First Year and Transfer Students

9:00 a.m. - 1:00 p.m.

De La Salle Hall Courtyard Café, DL-2232, DL-233, DL-250,
and Benilde Hall Computer Labs.

The Center for Health and Counseling Services

Winter Break Hours 2016/2017

Monday, 12/12: 8:30 a.m. – 4:30 p.m.
No Doctor Hours

Tuesday, 12/13: 8:30 a.m. – 4:30 p.m.

Wednesday, 12/14: 8:30 a.m. – 4:30 p.m.

Thursday, 12/15: 8:30 a.m. - 4:30 p.m.
No Doctor Hours

Friday, 12/16: 8:30 a.m. – 4:30 p.m.

Monday, 12/19: 8:30 a.m. – 4:30 p.m.
No Doctor Hours

Tuesday, 12/20: 8:30 a.m. – 4:30 p.m.

Wednesday, 12/21: 8:30 a.m. – 4:30 p.m.

Thursday, 12/22: 8:30 a.m. – 3:00 p.m.

Closed December 23rd through January 2nd

Resume regular hours January 3rd, 2017

T-F 8:30 a.m. – 4:30 p.m.

In case of an emergency, call Campus Police at ext. 5911.

For non-emergencies, when the Center is closed, call Campus Police at ext. 5222.

Student Recreation and Fitness Center Holiday Schedule 2016-17



Monday thru Thursdays
December 19th – January 12th
8am – 8pm Fitness Center
2pm-6pm Powerhouse
8am-11am, 5pm – 8pm Pool

Fridays
December 23rd, December 30th, January 6th & January 13th
8am – 5pm Fitness Center
2pm-5pm Powerhouse
8am-11am, Pool

Saturdays
December 17th – Closed Commencement
December 24th - Closed
December 31st - Closed
January 7th & 14th
12pm – 4pm Fitness Center
12pm – 4pm Pool

Sundays
CLOSED DURING BREAK
January 15th 1-11
Fieldhouse, Fitness Center

Monday, January 16th, 2017
8am – 11pm Field House, Fitness Center, 3pm-10pm Powerhouse
5pm – 9pm Pool

Tuesday, January 17th, 2017
Regular Hours Resume
6:30am - 11pm Field House, Fitness Center
7am-10pm Powerhouse
7:30am – 9:00am, 11:00am – 1:00pm, 5:00pm – 9:00pm Pool

Please note the following:
The Field House will close on December 16 at 8am for Commencement preparation.

Fitness Class Schedule

Mondays- Zumba 5:15pm

Tuesdays- Spin 5:15pm

Wednesdays- Strong by Zumba 5:15pm

Thursdays- Cardio Sculpt 5:15pm

****No Classes will be held between December 22nd-Jan 2nd***

Dining Services Winter Break 2016-2017

Charlie's Place

Dec 16th closes at 6:00 pm
Dec 17th & 18th closed
Dec 19th to the 23rd open from 10:00am to 2:00pm
Dec 24th to Jan 2nd 2016 closed
Jan 9th to Jan 13th 10:00 to 2:00pm
Jan 16th 10:00am to 6:30pm

Flyer's Den

Dec 16th closes at 2:00pm and remains closed for the holiday
Jan 15th 4:00pm - Midnight
Jan 16th reopens at 5:00pm - regular hours

Courtyard Café

Dec 16th closes at 6:00pm and remains closed for the holiday
Jan 17th open 7:00 am to 11:30pm regular hours commence.

Common Grounds

Dec 16th closes at 2:00 pm and remains closed for the holiday
Jan 15th reopens at 10:00am - regular hours

Jazzman's Cafe

Dec 15th closes at 1:00 pm and remains closed for the holiday
Jan 17th reopens at 7:00am - regular hours

Flight Deck

Dec 15th closes at 1:00 pm and remains closed for the holiday
Jan 17th reopens at 7:00am - regular hours

*Athletes, international or out of state students and others needing additional services please contact the Sodexo office at (815) 838-7576

December 2016 Commencement Weekend Schedule (December 17/18, 2016)

Friday, December 16, 2016

LU Check-In Meeting, Sound Check & Speaker Practice

12:00 p.m. – 2:30 p.m. / SRFC Fieldhouse

Saturday, December 17, 2016

Arrival of Guests/Families and Graduate Check-In

9:00 a.m. / SRFC

- **Guests and Families Entrance:** SRFC Lobby
- **Graduate Check-In:** Southwest Fieldhouse / Court # 4

Continental Breakfast for Trustees and Honored Guests

9:00 – 9:30 a.m. / SRFC Board Room

Platform Party & Faculty Robing

9:15 a.m. / SRFC Ruddy Annex

- **VPs, Deans, Student Awardees:** First Floor
- **President, Trustees, Hon. Doc. Recipients:** Second Floor
- **Faculty:** Aerobics Room, Second Floor

Photos for President, Trustees and Honored Guests

9:30 a.m. / Seiler Room – Second Floor SRFC Ruddy Annex

Procession Line-Up Begins

9:45 a.m.

- **Platform Party:** First Floor SRFC Ruddy Annex
- **Faculty:** Second Floor – Student Recreation & Fitness Center
- **Graduates:** SRFC Fieldhouse Court # 4

Graduate Degree Ceremony

10:00- 11:30 a.m. / Student Recreation & Fitness Center Fieldhouse

President's Reception for Graduates & Guests

11:30 a.m. – 12:00 p.m. / SRFC Neil Carey Arena

President's Reception for Trustees and Honored Guests

11:30 a.m. – 12:30 p.m. / SRFC Board Room

Sunday, December 18, 2016

Baccalaureate Liturgy Robing/Preparation

8:45 a.m. / First Floor SRFC Ruddy Annex

Baccalaureate Liturgy

9:00 – 10:00 a.m. / SRFC Fieldhouse

Continental Breakfast for Graduates & Guests

9:30 – 11:00 a.m. / SRFC Neil Carey Arena

Arrival of Guests/Families and Graduate Check-In

10:15 a.m. / SRFC

- **Guests and Families Entrance:** SRFC Lobby
- **Graduate Check-In:** Southwest Fieldhouse / Court # 4

Continental Breakfast for Trustees and Honored Guests

10:30 – 11:00 a.m. / SRFC Board Room

Platform Party & Faculty Robing

10:45 a.m. / SRFC Ruddy Annex

- **VPs, Deans, Student Awardees:** First Floor
- **President, Trustees, Hon. Doc. Recipients:** Second Floor
- **Faculty:** Aerobics Room, Second Floor

Photos for President, Trustees and Honored Guests

11:00 a.m. / Seiler Room – Second Floor SRFC Ruddy Annex

Procession Line-Up Begins

11:15 a.m.

- **Platform Party:** First Floor SRFC Ruddy Annex
- **Faculty:** Second Floor – Student Recreation & Fitness Center
- **Graduates:** SRFC Fieldhouse Court # 4

Undergraduate Degree Ceremony

11:30 a.m. – 1:30 p.m. / Student Recreation & Fitness Center Fieldhouse

President's Reception for Graduates and Guests

1:30 p.m. – 2:00 p.m. / SRFC Neil Carey Arena

President's Reception for Trustees and Honored Guests

1:30 p.m. – 2:30 p.m. / SRFC Board Room

**Radio Stations and Television Channels
Which Will Broadcast School Closing Information**

<i>Radio/TV station:</i>	<i>Radio dial:</i>
WBBM	AM 780
WGN	AM 720
Fox TV Channel 32	
WMAQ TV Channel 5	
WGN TV Channel 9	
ABC TV Channel 7	
CBS TV Channel 2	
CLTV News	
WJOL	AM 1340
WSSR (Star Radio)	FM 96.7
WRXQ	FM 100.7
WCCQ	FM 98.3

Technology Support Center Calendar

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				December 1 7:30 am-Midnight	December 2 7:30 am-10:00 pm	December 3 7:30 am-7:00 pm
December 4 10:00 am-Midnight	December 5 7:30 am-Midnight	December 6 7:30am-Midnight	December 7 7:30 am-Midnight	December 8 7:30 am-Midnight	December 9 7:30 am-10pm	December 10 7:30 am- 7pm
December 11 10:00 am-Midnight	December 12 7:30 am-Midnight	December 13 7:30am -Midnight	December 14 7:30 am-Midnight	December 15 7:30 am-Midnight	December 16 7:30 am-10:00 pm	December 17 7:30 am-7:00 pm
December 18 10:00 am-Midnight	December 19 7:30 am-5:00 pm	December 20 7:30 am- 5:00 pm	December 21 7:30 am-5:00 pm	December 22 7:30 am-3:00 pm	December 23 CLOSED	December 24 CLOSED
December 25 Merry Christmas CLOSED	December 26 CLOSED	December 27 CLOSED	December 28 CLOSED	December 29 CLOSED	December 30 CLOSED	December 31 Happy New Year CLOSED
						 <p>LEWIS UNIVERSITY <small>A Catholic and Lasallian University</small></p>

Technology Support Center Calendar

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						
January 1 Happy New Year CLOSED	January 2 CLOSED	January 3 7:30 am-5:00pm	January 4 7:30 am-5:00 pm	January 5 7:30 am-5:00 pm	January 6 7:30 am- 5:00 pm	January 7 7:30 am -5:00 pm
January 8 Closed	January 9 7:30 am-5:00pm	January 10 7:30 am-5:00pm	January 11 7:30 am-5:00pm	January 12 7:30 am-5:00pm	January 13 7:30 am-5:00pm	January 14 7:30 am-5:00pm
January 15 12:00pm-Midnight	January 16 Martin Luther King Day Closed	January 17 7:30 am-Midnight	January 18 7:30 am-Midnight	January 19 7:30 am-Midnight	January 20 7:30 am-10:00 pm	January 21 7:30 am-7:00 pm
January 22 10:00 am-Midnight	January 23 7:30 am-Midnight	January 24 7:30 am-Midnight	January 25 7:30 am-Midnight	January 26 7:30 am-Midnight	January 27 7:30 am-10:00 pm	January 28 7:30 am-7:00 pm
January 29 7:30 am-Midnight	January 30 7:30 am-Midnight	January 31 7:30 am-Midnight				

Lewis University Library Calendar



Merry Christmas



December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 LEWIS UNIVERSITY <small>A Catholic and Lasallian University</small>				1 Open 7:30-Midnight	2 Open 7:30-7:00pm	3 Open 9-7:00pm Super Study
4 Super Study Open at 10am to 2am	5 Super Study Open 6:00am to 2:00am	6 Super Study Open 6:00am to 2:00am	7 Super Study Open 6:00am to 2:00am	8 Super Study Open 6:00am to 2:00am	9 Super Study Open 6:00am to 7:00pm	10 Open 9-7:00pm
11 Super Study Open at 10am to 2am	12 Super Study Open 6:00am to 2:00am	13 Super Study Open 6:00am to 2:00am	14 Super Study Open 6:00am to 2:00am	15 Super Study Open 6:00am to 2:00am	16 Super Study Open 6:00am to 5:00pm	17 Open 9-5:00pm Final Exam Commencement
18 CLOSED Commencement	19 Open 8:30am-5:00pm	20 Open 8:30am-5:00pm	21 Open 8:30am-5:00pm	22 Open 8:30am-3:00pm	23 Begins Holiday CLOSED	24 Christmas Eve CLOSED
25 Christmas Day CLOSED 	26 Christmas Break CLOSED	27 Christmas Break CLOSED	28 Christmas Break CLOSED	29 Christmas Break CLOSED	30 Christmas Break CLOSED	31 Christmas Break CLOSED New Years Eve



Lewis University Library Calendar



January 2017

Lewis University
Library

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Christmas Break CLOSED New Years Day	2 Christmas Break CLOSED	3 Open 8:30am-5pm	4 Open 8:30am-5pm	5 Open 8:30am-5pm	6 Open 8:30am-5pm	7 Open 9-5:00pm
8 LIBRARY CLOSED	9 Open 8:30am-5pm	10 Open 8:30am-5pm	11 Open 8:30am-5pm	12 Open 8:30am-5pm	13 Open 8:30am-5pm	14 Open 9-5:00pm
15 Open Noon-5:00pm	16 Martin Luther King Day Open at 5pm	17 Open 7:30-Midnight	18 Open 7:30-Midnight	19 Open 7:30-Midnight	20 Open 7:30-5pm	21 Open 9-5:00pm
22 Open 10am-Midnight	23 Open 7:30-Midnight	24 Open 7:30-Midnight	25 Open 7:30-Midnight	26 Open 7:30-Midnight	27 Open 7:30-5pm	28 Open 9-5:00pm
29 Open 10am-Midnight	30 Open 7:30-Midnight	31 Open 7:30-Midnight	Notes:			



Christmas Holiday and Semester Break

Athletics Events Schedule

12/11/2016	Women's Basketball	vs UW-Parkside	Romeoville, Ill.	1:00 PM
12/19/2016	Women's Basketball	vs Wayne State	Romeoville, Ill.	1:00 PM
12/30/2016	Women's Basketball	vs Saginaw Valley State	Romeoville, Ill.	5:00 PM
12/30/2016	Men's Basketball	vs Northwood	Romeoville, Ill.	7:00 PM

Department	12/4 Sunday	12/5 Monday	12/6 Tuesday	12/7 Wednesday	12/8 Thursday	12/9 Friday	12/10 Saturday
Admission - Undergraduate	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	9:00 am - 12:00 pm
Bookstore	CLOSED	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	10:00 am - 2:00 pm
Business Office	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
ELS Language Center	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Financial Aid Services	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Fitness Center/Pool	See Attached Schedule						
Food Service	See Attached Schedule						
Graduate Admission	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Health Services	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
Housekeeping	6:00 am - 2:30 pm	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	6:00 am - 2:30 pm
Technology Support Center	See Attached Schedule						
L.A.R.C.	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Library	See Attached Schedule						
Mailroom	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
Registrar	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Residence Life/Student Services	CLOSED *1	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED *1
SPCE	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Switchboard	See Attached Schedule - Technology Support Center						

*1 - Emergency Situations will be handled thru Residence Life at ext. 3889 (DUTY)

Department	12/11 Sunday	12/12 Monday	12/13 Tuesday	12/14 Wednesday	12/15 Thursday	12/16 Friday	12/17 Saturday
Admission - Undergraduate	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Bookstore	CLOSED	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	10:00 am - 2:00 pm
Business Office	CLOSED	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 4:30 pm	CLOSED
ELS Language Center	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Financial Aid Services	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Fitness Center/Pool	See Attached Schedule						
Food Service	See Attached Schedule						
Graduate Admission	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Health Services	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
Housekeeping	6:00 am - 2:30 pm	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	6:00 am - 2:30 pm
Technology Support Center	See Attached Schedule						
L.A.R.C.	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Library	See Attached Schedule						
Mailroom	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
Registrar	CLOSED	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 5:00 pm	CLOSED
Residence Life/Student Services	CLOSED*2	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED*2
SPCE	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Switchboard	See Attached Schedule - Technology Support Center						

*1 - The Bookstore will have a presence at graduation ceremony on 12/17

*2 - Emergency Situations will be handled thru Residence Life at ext. 3889 (DUTY)

Department	12/18 Sunday	12/19 Monday	12/20 Tuesday	12/21 Wednesday	12/22 Thursday	12/23 Friday	12/24 Saturday
Admission - Undergraduate	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 3:00 pm	CLOSED	CLOSED
Bookstore	CLOSED*2	9:00 am - 7:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	10:00 am - 2:00 pm	CLOSED
Business Office	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 3:00 pm	CLOSED	CLOSED
ELS Language Center	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Financial Aid Services	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 3:00 pm	CLOSED	CLOSED
Fitness Center/Pool	See Attached Schedule						
Food Service	See Attached Schedule						
Graduate Admission	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 3:00 pm	CLOSED	CLOSED
Health Services	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 3:00 pm	CLOSED	CLOSED
Housekeeping	6:00 am - 2:30 pm	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	CLOSED
Technology Support Center	See Attached Schedule						
L.A.R.C.	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 3:00 pm	CLOSED	CLOSED
Library	See Attached Schedule						
Mailroom	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 3:00 pm	CLOSED	CLOSED
Public Computer Labs	CLOSED - Library computer lab will be open during Library hours						
Registrar	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 3:00 pm	CLOSED	CLOSED
Residence Life/Student Services	CLOSED*1	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 3:00 pm	CLOSED*1	CLOSED*1
SPCE	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 3:00 pm	CLOSED	CLOSED
Switchboard	See Attached Schedule - Technology Support Center						

*1 - Emergency Situations will be handled thru Residence Life at ext. 3889 (DUTY)

*2 - The Bookstore will have a presence at graduation ceremony on 12/18

Department	12/25 Sunday	12/26 Monday	12/27 Tuesday	12/28 Wednesday	12/29 Thursday	12/30 Friday	12/31 Saturday
Admission - Undergraduate	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Bookstore	CLOSED	CLOSED	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	CLOSED
Business Office	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
ELS Language Center	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Financial Aid Services	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Fitness Center/Pool	See Attached Schedule						
Food Service	See Attached Schedule						
Graduate Admission	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Health Services	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Housekeeping	CLOSED	CLOSED	6:00 am - 2:30 pm	6:00 am - 2:30 pm	6:00 am - 2:30 pm	6:00 am - 2:30 pm	CLOSED
Technology Support Center	See Attached Schedule						
L.A.R.C.	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Library	See Attached Schedule						
Mailroom	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Public Computer Labs	CLOSED - Library computer lab will be open during Library hours						
Registrar	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Residence Life/Student Services	CLOSED*1	CLOSED*1	CLOSED*1	CLOSED*1	CLOSED*1	CLOSED*1	CLOSED*1
SPCE	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Switchboard	See Attached Schedule - Technology Support Center						

*1 - Emergency Situations will be handled thru Residence Life at ext. 3889 (DUTY)

Department	1/1 Sunday	1/2 Monday	1/3 Tuesday	1/4 Wednesday	1/5 Thursday	1/6 Friday	1/7 Saturday
Admission - Undergraduate	CLOSED	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	9:00 am - 12:00 pm
Bookstore	CLOSED	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	10:00 am - 2:00 pm
Business Office	CLOSED	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
ELS Language Center	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Financial Aid Services	CLOSED	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Fitness Center/Pool	See Attached Schedule						
Food Service	See Attached Schedule						
Graduate Admission	CLOSED	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Health Services	CLOSED	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
Housekeeping	CLOSED	CLOSED	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	6:00 am - 2:30 pm
Technology Support Center	See Attached Schedule						
L.A.R.C.	CLOSED	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Library	See Attached Schedule						
Mailroom	CLOSED	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
Public Computer Labs	CLOSED - Library computer lab will be open during Library hours						
Registrar	CLOSED	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Residence Life/Student Services	CLOSED*1	CLOSED*1	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED*1
SPCE	CLOSED	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Switchboard	See Attached Schedule - Technology Support Center						

*1 - Emergency Situations will be handled thru Residence Life at ext. 3889 (DUTY)

Department	1/8 Sunday	1/9 Monday	1/10 Tuesday	1/11 Wednesday	1/12 Thursday	1/13 Friday	1/14 Saturday
Admission - Undergraduate	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	9:00 am - 12:00 pm
Bookstore	CLOSED	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	10:00 am - 4:00 pm
Business Office	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
ELS Language Center	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Financial Aid Services	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Fitness Center/Pool	See Attached Schedule						
Food Service	See Attached Schedule						
Graduate Admission	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Health Services	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
Housekeeping	6:00 am - 2:30 pm	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	6:00 am - 2:30 pm
Technology Support Center	See Attached Schedule						
L.A.R.C.	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Library	See Attached Schedule						
Mailroom	Closed	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	Closed
Public Computer Labs	CLOSED - Library computer lab will be open during Library hours						
Registrar	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Residence Life/Student Services	CLOSED*1	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED*1
SPCE	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Switchboard	See Attached Schedule - Technology Support Center						

*1 - Library computer lab open during Library hours

Department	1/15 - Move In Day Sunday	1/16 - MLK Day Monday	1/17 Tuesday	1/18 Wednesday	1/19 Thursday	1/20 Friday	1/21 Saturday
Admission - Undergraduate	CLOSED	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Bookstore	10:00 am - 4:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	10:00 am - 2:00 pm
Business Office	CLOSED	CLOSED	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 4:30 pm	Closed
ELS Language Center	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	Closed
Financial Aid Services	CLOSED	CLOSED	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 5:00 pm	Closed
Fitness Center/Pool	See Attached Schedule						
Food Service	See Attached Schedule						
Graduate Admission	CLOSED	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Health Services	CLOSED	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	Closed
Housekeeping	6:00 am - 2:30 pm	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	5:00 am - 1:30 am	6:00 am - 2:30 pm
Technology Support Center	See Attached Schedule						
L.A.R.C.	CLOSED	CLOSED	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 5:00 pm	CLOSED
Library	See Attached Schedule						
Mailroom	CLOSED	CLOSED	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	8:30 am - 4:30 pm	CLOSED
Public Computer Labs	CLOSED*1	REGULAR	REGULAR	REGULAR	REGULAR	REGULAR	REGULAR
Registrar	CLOSED	CLOSED	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 4:30 pm	CLOSED
Residence Life/Student Services	10:00 am - 4:00 pm	CLOSED	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 6:00 pm	8:30 am - 5:00 pm	CLOSED
SPCE	CLOSED	CLOSED	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	8:30 am - 5:00 pm	CLOSED
Switchboard	See Attached Schedule - Technology Support Center						

*1 - Library computer lab open during Library hours