

2009 Close of Session information for Faculty and Staff

Final Examinations - *Coordinators: please change to reflect your School's info*

In seven- and nine- week programs, Friday, August 14 is the last possible day of classes. Final examinations should not be given before the last day of classes.

Six-week classes end on Wednesday, August 12. Final examinations in these courses may be scheduled through your School Coordinator for Thursday, August 13, or Friday, August 14. Please let your six-week students know early in the course whether or not you plan to have a final examination at the end of the session. Students will appreciate having enough time to make travel plans.

Meals

As of dinner, on Friday, August 14, Atwater and Ross Dining Halls will be closed.

Meals on Saturday and Sunday will be served at Proctor Dining Hall.

Breakfast/Brunch will be served from 8:00 a.m – 1:00 p.m.

Dinner will be served from 5:30 –7:30 p.m.

Proctor Dining Hall will close after dinner on Sunday, August 16. The MiddXpress, Juice Bar and Grille will remain open. Breakfast and lunch meal tickets are available for faculty and staff for Monday August 14.

Commencement

The Language Schools commencement will be held on Friday, August 14 at 8:00 P.M. in Mead Chapel. At this ceremony, graduate degrees are awarded in Chinese, French, German, Italian, Russian, and Spanish, and selected students in the intensive language programs in Arabic, Hebrew, Japanese, and Portuguese are recognized for outstanding achievement. We hope that as many as possible of our faculty and friends will join us in this celebration of the achievements of our students. Faculty are encouraged to attend. Tickets are not required. Please address questions to Elizabeth Karnes Keefe, Assistant Dean, ext. 5685.

Keys

All dorm or house keys that you picked up at Public Safety must be returned to a Public Safety representative. You may return those keys at their office, located at 125 South Main Street or at one of the Key Drop Boxes located in residential dorms. All office, lounge and classroom keys for faculty and staff are issued by the School office, and must be returned to the School office at the end of the session. If you have questions about which keys should be returned to your School administration or Public Safety, please ask your School Coordinator or Bilingual. Failure to turn in your room key will result in a \$100 fine. This includes any key not returned within 3 days of departure.

ID/Access Cards

Returning faculty/staff must bring their ID Cards with them or be charged for a replacement. Please keep this in mind if you plan on returning in the future and store your ID card in a safe place. Replacement charge is \$20.

Departures

Faculty and staff should check out with Public Safety (and return keys) no later than 12:00 noon on Monday, August 17th. Late departures will be charged \$100 per night, per room. Failure to turn in your room key will result in a \$100 fine. This includes any key not returned within 3 days of departure.

Linens

Linen exchanges that normally take place Wednesdays, Thursdays, or Fridays will not take effect during the last week of the summer session unless specifically requested.