

N e w p o r t , S N e w S

Daily Newsletter

Christopher Newport College

June 27, 1972

SPECIAL SUMMER EDITIONS

OFFICE OF CONTINUING STUDIES, CNC

The College will be closed on Tuesday July 4.

Mr. Wood is asking that each instructor notify his office of any changes in classroom, time scheduling, etc. as soon as such changes are made. We need to keep our files accurate in case of notification of students, etc.

The College offices will be closed Monday, July 3, except for essential services. If you desire to give your class the holiday, Mr. Wood has approved the rescheduled class to meet either Friday June 30 or Friday July 7, 1972. Please notify this office if such change is planned so that security personnel may be notified to leave certain classrooms unlocked on the date required.

For your general information---

The Office of Continuing Studies is providing the following listing of general office hours so that you may be aware of who will be on campus at what times throughout the summer.

BOOKSTORE: Monday - Thursday, 9:00 A.M. - 8:00 P.M.
Friday: 9:00 A.M. - 4:30 P.M.
NO SATURDAY HOURS

LIBRARY: Monday - Thursday, 8:00 A.M. - 10:00 P.M.
Friday: 8:00 A.M. - 5:00 P.M.
Saturday: 9:00 A.M. - 3:00 P.M.
Sunday: 1:00 P.M. - 8:00 P.M.

DEAN OF STUDENTS: 8:30 A.M. - 4:30 P.M.
Monday through Friday

COUNSELING OFFICE: 8:00 A.M.-4:30 P.M. Monday - Thursday
Friday: 8:00 A.M. - 12:30 P.M.
Evening hours as posted.

DEAN OF THE FACULTY: Office will be open 8:00 A.M.-5:00 P.M.
Monday through Friday, The Dean will hold office
hours 8:00 A.M.-5:00 P.M. Monday, Tuesday, Thursday

OFFICE OF CONTINUING STUDIES: The office will be
open 8:00 A.M. - 12:00 noon, 1:00 P.M. - 5:00 P.M. unless
otherwise posted on the door.

DIRECTOR OF CONTINUING STUDIES: 9:30 A.M. - 10:30 A.M.
2:00 P.M. - 5:00 P.M. Monday through Thursday

PLEASE CHECK TO SEE THAT ALL THE PROPER WITHOLDING FORMS ARE
IN THE BUSINESS OFFICE SO THAT PROPER DEDUCTIONS WILL BE MADE

