

MEMO



To: All Faculty and Staff
From: Tom Smith
Subject: Special Schedules May 29 – May 31, 2012
Date: July 6, 2011

We will have special schedules May 29 – May 31 in order to provide additional office hours so students have the opportunity to meet with faculty prior to exam week. The bell schedules are listed below:

Tuesday, May 29 – Day 1

Wednesday, May 30 – Day 6
(52 minute classes)

PLC/Fac Mtgs	7:25-8:32
Office Hours	8:37-9:02
Block 1 (5 minutes for announcements) (10 minute passing period)	9:07-10:04
Block 2	10:14-11:06
Lunch 11:06-11:36	Block 3 11:11-12:03
Block 3 11:41-12:33	Lunch 12:03-12:33
Block 4	12:38-1:30
Block 5	1:35-2:27

Thursday, May 31 – Day 4
(57 minute classes)

Office Hours	7:40-8:05
Block 1	8:10-9:07
Block 2 (5 minutes for announcements) (10 minute passing period)	9:12-10:14
Block 3	10:24-11:21
Block 4	11:26-12:23