

## Foundation Announcements

### Foundation Administration and the Office of Research and Sponsored Programs 2019 Summer Hours Thursday, May 30, 2019

For summer 2019, the Foundation Administration office and the Office of Research and Sponsored Programs have adopted to follow the campus' summer work schedule. Starting June 3, through August 16, 2019 both offices will be open for business Monday through Thursday from 7:00 AM through 5:30 PM each day. The Foundation Administration office and the Office of Research and Sponsored Programs will be closed on July 4 (Thursday) to observe Independence Day.

The summer schedule will begin June 3, 2019 as follows:

#### 2019 Summary

	Monday	Tuesday	Wednesday	Thursday	Friday
June 3 – June 28	Summer	Summer	Summer	Summer	Off
July 1 – July 5	Summer	Summer	Summer	Holiday	Off
July 8 – Aug 16*	Summer	Summer	Summer	Summer	Off
Aug 19 – Aug 23	Normal	Normal	Normal	Normal	Normal
Aug 26	Fall Classes Begin				

Summer hours are 7:00 AM – 5:30 PM

Normal hours are 8:00 AM – 5:00 PM

\* End of Campus Summer Work Schedule

**Cash Desk Hours:** The Foundation Cash Desk (25 Main, Suite 203) will be open Monday - Thursday from 9 AM – 3 PM/Closed for lunch 12 PM – 1 PM.

**Check Distribution Hours:** Check distribution (25 Main, Suite 206) will be open Monday – Thursday from 8 AM – 4 PM.

**25 Main Entrance Hours:** The 25 Main entrance door will be open Monday – Thursday at 6:50 AM and for security purposes, locked at 5:15 PM. If you have a meeting in the building after 5:15 PM, please coordinate with the appropriate office. *For 25 Main occupants that have not adopted the summer work schedule, the entrance will be open on Fridays from 7:50 AM – 5:15 PM.*

Thank you,

Foundation Administration and the Office of Research and Sponsored Programs