

College Phone Numbers

Main Number: 419.267.5511

www.northweststate.edu

Offices

President's Office:	419.267.1366
Business Office:	419.267.1311
Admissions Office:	419.267.1320
Financial Aid Office:	419.267.1333
Registrar's Office:	419.267.1395
Technology Help Desk:	419.267.1461

Bookstore

NSCC Bookstore:	419.267.1256
-----------------	--------------

Student Resource Center

Transfer Advising:	419.267.1353
Accessibility Services:	419.267.1265
Career Services:	419.267.1330
Educational Planning:	419.267.1316
Success Center:	419.267.1447
Library Services:	419.267.1274
Student Activities:	419.267.1303

Academic Divisions

Vice President for Academics:	419.267.1301
Allied Health & Public Services:	419.267.1345
Arts & Sciences:	419.267.1247
Business Technologies:	419.267.1351
Engineering Technologies:	419.267.1394
Nursing:	419.267.1246

Academic Calendar

Fall Semester 2012

August 16	Payment Due by 4:00 p.m.
August 22	Classes Begin
September 1-3	Labor Day Holiday
October 17	Second 8-weeks begins
November 21-25	Thanksgiving Break
December 10-15	Exam Week
December 15	Last Day of Semester
December 17	Grades Due by 10 a.m.

Spring Semester 2013

January 8	Payment Due by 4:00 p.m.
January 14	Classes Begin
January 21	MLK Day - College Closed
March 11-15	Spring Break
March 18	Second 8-weeks begins
May 6-11	Exam Week
May 11	Last Day of Semester
May 11	Commencement
May 13	Grades Due by 10 a.m.

*The complete Academic Calendar can be found at
www.northweststate.edu under the *Calendars/Schedules Quick Link*.*

NSCC Mission

To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.

myNSCC

Upon admittance to Northwest State, all students are assigned a myNSCC account and College email. Both myNSCC and College email are accessed with a student ID number (also known as an “N number”). It is important that students check their myNSCC account and email frequently as this is how instructors and other College offices will communicate with students. Through myNSCC, students will have access to important billing, financial aid and academic information. It will also be your source for College announcements, important dates and campus events.

Through myNSCC, students will be able to:

- View and Modify Financial Aid Information
- Register for Classes
- Add, Waitlist, Drop or Withdraw from Classes
- View Billing Information and Make Payments
- View Campus Announcements
- View Grades
- Contact Academic Advisors
- Request Academic Transcripts



Student Resource Center

Office: A105 • Phone: 419.267.1242

Email: studentresources@northweststate.edu

Each student comes to Northwest State with individual hopes, dreams and needs. The Student Resource Center, located in a suite of offices on the east end of the Library in the 'A' Building, works to provide the support students need to achieve their goals. The following is a list of services that are available in the Student Resource Center.

Educational Planning

Contact: Gretchen Boose • Office: A105H • Phone: 419.267.1316

Email: gboose@northweststate.edu

College students often start down an academic pathway only to find that succeeding means a lot more than just getting a good grade on a test. Today's students meet challenges in balancing work and family life along with classroom obligations. Research shows that having a good plan and a goal is key to overcoming obstacles that may appear in your path. Whether you are sure of your academic major or completely undecided on your area of study, Educational Planning may be able to assist you as a student at NSCC. Check the College website for workshops, activities and resources.

Success Center

Phone: 419.267.1447 • Email success@northweststate.edu

The Success Center is located on the first floor of the 'A' Building near the east entrance doors to the Library. The Center is staffed Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:30 a.m. to 3:00 p.m. both fall and spring semesters. For summer hours, please check the College website or call 419.267.1447.

Services offered by the Success Center range from tutoring, academic skill development, accessibility services (services for students with disabilities), make-up testing and walk-in math, writing, and life science labs. All services are free of charge to NSCC students.

Transfer Advising

Contact: Jason Rickenberg • Office A105J

Phone: 419.267.1353 • Email: jrickenberg@northweststate.edu

Whether you are planning on transferring credits to NSCC from another college, returning to school after an absence, or transferring to a four-year college or university, the Transfer Office is here to help. The transfer coordinator can help design a schedule that best meets your needs and ensure that you are taking classes that will transfer seamlessly into your chosen program.

Career Services

Contact: Natalie Welker • Office: A105G

Phone: 419.267.1330 • Email: nwelker@northweststate.edu or careerservices@northweststate.edu

Career Services specializes in career decision making and employment assistance. Whether you are considering immediate employment, continuing your education or anticipating re-entry into the work force, Career Services can help you with:

- Individual counseling appointments
- Employment assistance through a computerized resume database
- Job postings for both off-campus and on-campus jobs
- Database direct referrals to employers
- Job search and professional development seminars
- Career counseling using up-to-date career assessment tools

Student Activities

Contact: Keith Van Horn • Office: A105D • Phone: 419.267.1303

Email: kvanhorn@northweststate.edu

There are many opportunities to get involved at NSCC. Student groups at the College include the Student Body Organization, Students for Community Outreach and Awareness, evMotorsports and more. Along with student organizations, NSCC offers intramural activities and athletics, as well as a fitness room that is open to all NSCC students at no charge.

Accessibility Services

Contact Dave Donaldson • Office: A105B • Phone: 419.267-1265

Email: ada@northweststate.edu

Under the Americans with Disabilities Act, Section 504, a student with a disability may obtain assistance to help achieve educational goals. The College is committed to providing qualified students with an equal opportunity to access the benefits, rights and privileges of services, programs and activities in an accessible setting appropriate to their needs. No student shall, on the basis of his or her disability, be excluded from participation, be denied the benefits of, or otherwise be subject to discrimination under any College program or activity.

Library

Phone: 419.267.1274 • Email: library@northweststate.edu

The Library at Northwest State is your link to the resources that will enable you to succeed. Our staff is eager to help with whatever questions you may have. We are located on the first floor of the 'A' Building across from the Bookstore.

During the Fall and Spring Semesters we are open:

8 a.m. – 8 p.m. Mondays – Wednesdays

8 a.m. – 6 p.m. Thursdays

8 a.m. – 4 p.m. Fridays

9 a.m. – 2 p.m. Saturdays

During the Summer Semester we are open:

8 a.m. – 6 p.m. Mondays – Thursdays

8 a.m. – 4 p.m. Fridays

Student Services

Business Office

Office: C107 • Phone: 419.267.1311

The Business Office is responsible for the billing and collection of tuition and fees at NSCC. **Please Note:** the Business Office went paperless. This means that hard copy billing information will no longer be sent via snail mail. Instead, students are responsible for checking their account balances through their myNSCC account. Tuition and fees can be paid online with a Visa, Discover or MasterCard, or in person using cash, check, certified check, money order or credit card.

The Tuition and Fee Installment Plan is available to students at the start of each semester. For a \$20 non-refundable service fee, participants pay their fees in two installments for summer semester and three installments for fall and spring semesters.

Financial Aid

Office: C103 • Phone: 419.267.1333

Email: finaid@northweststate.edu

The Financial Aid Office is committed to helping students find ways to make a college education affordable. The Financial Aid Office understands that, even with the low tuition rates at NSCC, some financial assistance may still be needed. Learn more about the financial aid options available to you by visiting www.northweststate.edu or contact the Financial Aid Office for more information.

Note: The Northwest State FAFSA Title IV School Code is 008677

Registrar

Office: C106 • Phone: 419.267.1395 or 419.267.1315

The Registrar's Office at NSCC is responsible for the timely and accurate maintenance of permanent student records while maintaining the privacy and security of those records. The Registrar's Office handles grades, registration, transcripts, transfer evaluations, verifications and changes to student's personal information.

For detailed information on College policies, please refer to the Academic Catalog. Important forms, dates and program information can be found at www.northweststate.edu.

Additional Campus Resources**Child Development Center**

Phone: 419.267.5188 • Email: ccoy@nocac.org

Quality care for children ages 3 years to kindergarten is available at Northwest State Community College through Northwest Ohio Community Action Commission. This facility strives to meet the social, emotional, physical, mental and creative needs of each child trusted to its care. The center also serves as a clinical site for the College's Early Childhood Development and Paraprofessional Educational programs.

NSCC Bookstore

Phone: 419.267.1256

For the convenience of the students, a well-stocked bookstore is located in the 'A' Building. In addition to new, used, electronic and rental textbooks, the Bookstore also offers class supplies and materials, laptops and software, clothing items and grab-and-go snack and food items.

Can't make it to campus before classes begin? Books can be ordered online with a Visa, Discover or MasterCard. The Bookstore also accepts checks and financial aid as payment. Visit us on the web at www.northweststate.edu for more information.

NSCC Food Services

Food Services offers dining options in several locations throughout campus. The Snack Bar, located in the 'A' Building, is open from 7:45 a.m. to 6:00 p.m., and features gourmet coffee drinks and made-to-order breakfast, as well as lunch and dinner specials. The NSCC Café in the 'C' Building also has cooler items available starting at 8:30 a.m. The Café offers a salad bar and daily specials from 10:30 a.m. to 1:30 p.m. Monday thru Thursday. For your convenience, cold sandwiches and salads are also available in vending machines in the 'A' and 'E' Buildings as well as the NSCC Bookstore.

Information Technology Services

Technology Help Desk

Office: A223 • Phone: 419.267.1461

Email: helpdesk@northweststate.edu

Your first point of contact for any information technology inquiries should be the Technology Help Desk. The Help Desk offers a wide variety of services, including those listed on the following page.

Computer Labs

NSCC houses several open-use computer labs. In addition to application specific software, all lab systems have a standard suite of software including the latest version of Microsoft Office, Internet Explorer, Acrobat Reader, and other common network accessible applications. Computer labs that are designated as “open” areas for general student use include:

- **Open Lab:** large lab located on the second floor of ‘A’ Building around the corner from the west stairs.
- **Writing Lab (A103):** lab located in the library just outside the Success Center.
- **Library (A101):** island of computers located in the Library commons area and along the wall.

Unless otherwise specified, lab systems can be accessed by logging on with the *user name* matching **computer name** (located on the CPU with a white label, i.e. OLSTU101) and the standard NSCC lab logon *password* of **netpass**.

Wireless

WiFi (Wireless Internet Access) is available throughout campus. To access NSCC’s wireless network, you need to have a compatible 802.11g wireless card/notebook, and your network adapter set to Northwest State’s SSID of “**NSCC**”. The Technology Department reserves the right to deny wireless access for unauthorized use. If you have questions regarding WiFi, contact the Help Desk.

Floppy Disks/Flash Memory Drives

Many of the computer labs no longer support floppy disks. Northwest State recommends that students store data on removable USB flash memory drives, which are much more reliable. These drives come in multiple sizes and have become quite economical. The NSCC Bookstore has flash drives available for purchase.

Lost and found flash drives will be collected in the NSCC Library. If your name is on the flash drive, the Library will send you a notification email, otherwise students can check for a lost flash drive at the circulation desk.

Emergencies on Campus

Quick Alert Emergency Communication System

Northwest State Community College utilizes the Quick Alert system as a fast and reliable means of sending urgent information to the campus community. **It is important that all students login to their Quick Alert account to update their contact information and communication preferences.** This can be done by logging on to myNSCC and clicking on the Quick Alert link in the middle of the Home tab.

Announcements made through the Quick Alert system include, campus emergencies, school closings and important student information and reminders.

Family Emergency

In the event of an emergency, family members are to call the main switchboard at 419.267.5511. A switchboard operator is on duty from 7:30 a.m. until 6:00 p.m. Monday –Thursday and 7:30 a.m. until 4:00 p.m. on Friday and will be able to direct your call accordingly. When the switchboard is closed, follow the message prompts to contact the NSCC Campus Police Department.

Car Problems

For automotive related emergencies, such as keys locked in the car or dead batteries, contact the Campus Police through the Welcome Center in the Atrium. The switchboard operator will provide you with a Request for Assistance form to complete before an officer is contacted to assist you.

Emergency Phones

Emergency phones are located throughout the campus for use in case of emergencies. The phone connects immediately to the Campus Police Department by lifting the handset.

Campus Police

NSCC Parking Regulations

Students are welcome to park in any parking spaces other than those designated for Faculty/Staff, Visitors, Food Services or Handicap vehicles. Fines for violating parking regulations range from \$25 to \$50 per violation.

Payment may be made in person at the Business Office, Monday – Thursday between 8:00 a.m. and 4:00 p.m. Receipts will be issued only for payments made in person during these hours. Payments may also be mailed to the NSCC Business Office, 22600 State Route 34, Archbold, Ohio 43502. Appeal forms can be found in the Campus Police Office and should be submitted within ten days of the date of the citation.

The speed limit in the parking lot is 20 miles per hour.

Student N Cards

All students are required to have a photo ID card, or N Card. These cards are used to identify you as a current NSCC student, and can be scanned for use in the Library, Bookstore and Snack Bar. There is no charge for the N Card, however, if you lose your card there is an additional replacement cost of \$10.00. N Cards are available through the Campus Police Department located in the Atrium.

Lost and Found

Lost and Found items can be recovered at the Welcome Desk in the Atrium. Lost and found flash drives will be collected at the circulation desk in the Library.

Academics

Advisors: Every student is assigned an academic advisor early in the admissions process. Students should take the opportunity to meet with their advisor every semester. Advisors can help students register for the next term and are a valuable resource for academic and career advancement. It is not unusual for students to ask faculty advisors to write letters of recommendation for specific job openings. Making a connection with your advisor (and other faculty members) is one of the best pieces of advice for your academic success!

Academic Honesty: Students are expected to engage in their academic work with integrity and respect for others. Students are expected to submit academic work that reflects their own original thought and is their own. Any misrepresentation in academic work, including plagiarism, is a form of academic dishonesty. Academic dishonesty includes, but is not limited to, plagiarism, cheating, helping someone cheat, copying from another person, obtaining unauthorized copies of exams, falsifying information, and unauthorized resubmission of coursework for more than one course.

A written report will be filed for each occurrence of academic dishonesty, and the penalties are as follows:

- 1st offense - a grade of "F" may be issued for the project, paper, test or assignments.
- 2nd offense – not necessarily in the same course, a grade of "F" will be issued for the course.
- 3rd offense - not necessarily in the same course, dismissal from the College for one semester.

Students may appeal any disciplinary action by following the steps of the *Student Due Process and Grievance Policy* in the Academic Catalog. After the student has discussed the situation with the appropriate faculty member and/or administrator, the formal procedure can be started.

Academic Probation and Suspension: Students will be placed on academic probation at the end of any semester, including summer session, in which their cumulative grade point average falls below the following minimum:

Credit hours Attempted	Minimum cumulative GPA required
15	1.4
16-30	1.6
31-45	1.8
46+	2.0

Students will remain on academic probation until such time as their cumulative GPA meets or exceeds the minimum levels referenced above. A student placed on probation is required to attend a probation workshop and take GSD100, unless previously completed. A student on probation will be suspended at the end of any semester, including summer session, if the minimum cumulative grade point average is not reached while on probation. There will be no suspension if semester grade point average is 2.0 or the student shows significant progress, as determined by the Vice President for Academics. The period of suspension will be for one academic semester, excluding summer sessions. Students who have been suspended will need to meet with the Retention Coordinator to develop an educational plan and attend a suspension workshop prior to registering for the next semester. Students will also be required to complete GSD100 if not previously taken and be limited to six credit hours for their returning semester.

E-Portfolio Information

All students are required to submit six assignments to the e-portfolio to meet graduation requirements.

1. Composition I (ENG111) - The argument paper
2. Composition II (ENG112) - The research paper
3. Humanities core course writing assignment submitted from a humanities core course most likely to demonstrate critical thinking skills.
4. Social Science core writing assignment submitted from a social science core course most likely to demonstrate critical thinking skills.
5. Late program writing assignment - A writing assignment that represents, in the student's opinion, his or her best writing and critical thinking performance from late in the program (preferably from the final semester, and not duplicating other portfolio submissions).
6. Technical program writing assignment - A writing assignment from the student's technical program.

The e-portfolio is accessed through myNSCC. If you have any questions on e-portfolio, please check the College website or contact your Dean or the Vice President for Academics.

Credit Options at NSCC

Ever wonder what credit options Northwest State offers outside of the traditional classroom? Listed below is a brief summary of different credit options available to students.

Internship Education

Internship education combines practical work experience with an academic program. This combination can create an excellent learning environment in a paid or unpaid experience for the student. If the student is already employed in his/her field of study, the internship program may allow him/her to receive college credit for the work the student is currently doing. For further information, contact the Career Services Office or Dr. Larry Zachrich in A101B.

Internships, Practicums, and Clinicals

These unpaid educational experiences are valuable tools in building skills as well as developing work experience in a chosen field. For more information, please contact the lead instructor in your area of study.

Proficiency Testing

Proficiency testing is one way of formalizing the knowledge that you have gained through life experience and/or organized seminars or conferences. Some nationally recognized tests are accepted in certain areas. The procedure is relatively simple:

- Complete the proficiency test application and pay the testing fee.
- Schedule a testing time with the testing coordinator.
- You will be notified of the results. If you successfully pass the test, the course will be put on your transcript.

CLEP Testing

Full college credit may be granted or prerequisite courses waived based upon CLEP or AP results. College credit will be awarded when satisfactory scores are presented to NSCC.

Advanced Placement

Many high schools have a program called Advanced Placement. High school juniors and seniors can enroll in advance placement classes and, for a fee, take a test. If the student passes the test, Northwest State will grant some college credit.

Articulation Agreements with area High Schools and Colleges

Agreements have been made with many high schools in the area that state if a certain grade has been achieved in a specific course, the student may be placed in a higher level college class with credit being granted for the lower level. A complete listing of high school articulation agreements can be found in the *Director of Admissions' Office C106*. There are also articulation agreements available to review with many area colleges for those students who wish to go on and obtain a bachelor's degree at a four-year institution.

Online Classes

An online course offers flexibility for students who cannot commute to campus as often as a traditional course demands. Although there are no face-to-face meeting times with an online course, don't be misled by the myth that these courses are easier and less time consuming. Online students will probably spend the same amount of time "in class," although it may be during different hours of the day – or night! Being self-motivated, self-directed and self-disciplined are fundamental to your success in an online class.

Synchronous Distance Learning Classes

NSCC offers classes at satellite locations throughout northwest Ohio. Classes at many of these locations are offered via synchronous distance learning. This method takes the best pieces of the traditional classroom and combines it with the convenience of an online class. While a class may be offered at the main campus in Archbold, teleconferencing technology allows you to take that same class at a satellite location. Students at both the Archbold and the satellite location will be able to see, hear and talk to their instructor and fellow classmates.

Important Policies

Attendance Policy

Faculty may issue a failing grade to students who incur excessive absences and who have not filed an official withdrawal from a course. The College is obligated to report lack of attendance or last date of attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes will result in loss of financial aid (grants and/or loans). Students considering withdrawing from all classes should contact the Financial Aid Office to discuss the financial implications of withdrawing from all classes.

Student Code of Ethics and Values

A community can work harmoniously together when it shares a set of common values. Northwest State Community College is a community composed of many different members, students, faculty, staff, administrators and trustees. Each group in the College community subscribes to certain beliefs and values. And while some beliefs and values may be different from another group's, we believe they are not diametrically opposed. The following is a body of common values the College community as a whole is striving to achieve.

Members of the College community will treat others in a manner that respectfully recognizes the principles of fairness, honesty, and the worth and dignity of the individual. Members of this College community will strive to find value and to assign importance to intellectual growth through the exercise of the freedoms of association, inquiry and expression. People at Northwest State Community College will be trustworthy, courteous, and considerate of others in the College environment. A spirit of free inquiry with timely discussion of a broad range of issues should be met with openness, critical evaluation, and order consistent with the design of peaceful and democratic means which ensures academic freedom.

Staff and students at NSCC will treat others in the College community in an appropriate manner so that the following rights are assured for all:

- 1) Freedom from discrimination and harassment on the basis of age, race, color, national origin, gender, sexual orientation, ability and religious or political views.
- 2) Freedom from physical and sexual offenses.
- 3) Freedom from unreasonable searches of their persons, papers, and effects.

Northwest State Community College is dedicated to developing reliable, dependable citizens who will be innovative, visionary leaders of the future. Knowing that they have a responsibility to society outside the halls of education, they will strive to be environmentally conscience so that future generations can enjoy a wholesome and natural environment for living and learning.

The members of Northwest State Community College value integrity, dedication to learning, cooperation and quality. The College community recognizes that while learning is a lifelong process, the College classroom is only one vehicle, and is dedicated to enhancing that lifelong learning process, however, and wherever that might occur.

Code of Student Conduct

The code of student conduct exists to advance the core missions of the College, promote a safe and secure educational environment, foster the academic and social development of students, and protect the persons, property, processes and academic integrity of the College community. Although the code is intended to be as comprehensive as possible, it makes no attempt to list all activities, behavior, or conduct which may adversely affect the College community.

In order to maintain an orderly process for learning, the instructor/supervisor/administrator has the authority to exclude any student who is considered to be detrimental to an ongoing learning experience. Disciplinary action may include, but is not limited to; disciplinary probation, suspension, dismissal, expulsion, withholding of transcripts or other appropriate action.

The code applies to the on-campus and off-campus conduct of all students and registered student organizations.

All persons are encouraged to report code violations to a College official as soon as possible. Charges must be filed within sixty days of the incident or of the identification of the person having allegedly committed the violation. Students continue to be subject to city, state, and federal laws while at the College. Violations of city, state, and/or federal laws may also constitute violations of the code. The college reserves the right to proceed with disciplinary action under the code, independently of any criminal proceedings and impose sanctions for code violation, whether or not the criminal proceedings are resolved or is resolved in the student's favor.

Prohibited conduct includes academic misconduct, endangering health or safety of others, sexual misconduct, destruction of property, possession of dangerous weapons, dishonest conduct, unauthorized use of property or presence, failure to comply with college authority, use or possession of drugs or alcohol, disorderly or disruptive conduct, hazing, misuse of computer resources, riotous behavior, or violation of college rules.

For a complete copy of the Student Code of Conduct and the Student Code of Conduct Procedures, please contact the Office of the Vice President for Academics in B105 by calling 419.267.1301.

Prohibited Behavior: Violence, or the threat of violence, is specifically prohibited on the campus. Respect for faculty, staff, and other students as well as property, is a sign of a mature, responsible individual.

Smoking and Tobacco Use Policy: Smoking and the use of other tobacco products is prohibited at all times in all Northwest State Community College buildings and fleet vehicles. This also applies to branch and remote campus sites or other locations where classes are conducted. Smoking is permitted in the small courtyard south of the 'E' Building on the Archbold campus near the vending area and in campus parking lots. Smoking is not permitted within 50 feet of any NSCC location or near any building entrance.

Sexual Harassment Policy: Sexual harassment is deliberate or repeated sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, which are not solicited or welcomed. The College policy concerning sexual harassment can be found in the *Academic Catalog*. In summary, the policy states that sexual harassment will not be tolerated. If you need further information or have a concern in this area, please contact the Director of Human Resources.

Children on Campus: To ensure that the environment of Northwest State campus classes promotes learning free of distractions, children of students or faculty and staff are not permitted to attend classes and must never be left alone anywhere on the campus grounds or in the parking lot. College administrators understand that sometimes students bring children along to campus to pay a bill, visit the Bookstore or take care of other business. However, if children are on the College campus, an adult must supervise them at all times. The College is never responsible for children left unattended.

Inclement Weather Policy

Northwest State Community College will operate under the premise that it will be in session according to the College calendar. However, the president or designee will have the prerogative to close school (including off-campus sites) under extenuating circumstances, and under such conditions the students will not be expected to report. Such closing information will be sent via Quick Alert to participating students, and will be announced over local radio and television stations. Closing information can also be found through a recorded message at 419.267.5511 or online at www.northweststate.edu

Northwest State will announce closings and delays on the following stations: WMTR, WNDH, WBNO, WQCT, WAJI, WBCL, WBCY, WDFM, WONW, WZOM, WOWO, WCSR, WCWA, WTOL-TV, and WTVG-TV.

We value your personal safety. Should you feel the conditions are unsafe for travel, it is understandable that you may choose to stay at home. However, please remember that if the College is in session you are responsible for contacting your instructor and making up class assignments. Carpooling may be an option for students who are uncomfortable driving alone in winter weather.

It is important to read and/or listen to any closing announcements carefully. The College offers classes at many locations, holding morning, afternoon and evening sessions. Closings may affect only one location and/or only morning, afternoon or evening sessions. Morning closings will be announced by 6:00 a.m. (for classes starting between 7:30 and 11:45 a.m.), afternoon closings will be announced by 10:00 a.m. (for classes starting between noon and 5:30 p.m.) and evening closings will be announced by 4:00 p.m. (for those classes starting after 5:45 p.m.).

