

**We are future shapers.**

Parent Handbook  
[Okbu.edu/parents](http://Okbu.edu/parents)



***From the President***

Dear Friends:

Welcome to OBU!

We hold it as a great honor and trust to educate these future shapers on Bison Hill.

Thank you for allowing us the privilege of equipping and inspiring your students with our world class education. We want to empower them to live all of life, all for Jesus. Your partnership is vital for our shared success.

I would like to personally invite you to join our faculty and staff in praying for our students, praying for their good, and working towards launching them for success in whatever field God takes them. This is a vital time for them...it is a vital time for all of us!

We are grateful for you.

With kind regards,  
President Thomas

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## **OBU Mission Statement**

As a Christian liberal arts university, OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

## **OBU's Core Values**

### ***Christ Centered***

Jesus Christ is the center of all things, and as such is the ultimate goal of an OBU liberal arts education. Oklahoma Baptist University is genuinely committed to and operates within the framework of the Christian world and life view as set forth in the Old and New Testaments. At the center of this commitment is the person and work of Jesus Christ, the incarnate Son and Word of God, and the divine Creator and Savior of the world. OBU aspires to be a Christ-centered institution of higher education in its character and conduct, and in its academic pursuit of truth. This aspiration calls for all faculty, staff, and students to integrate the Christian faith in all learning based on the supposition that all truth is God's truth and there is no contradiction between God's truth made known in Holy Scripture and that which is revealed through creation and general revelation.

### ***Excellence Driven***

Excellence should permeate all efforts and all facets of Oklahoma Baptist University. The Christian faith mandates excellence in service to God and humanity in all spheres of life and conduct. This commitment to excellence in all things is an expression of the Lordship of Christ and necessitates the stewardship of His creation. Because the Lord cares about our work, OBU strives to be motivated in humility to excellence in all things for the glory of God.

## ***Learning Focused***

Oklahoma Baptist University seeks to promote the virtue of a life of learning and to fulfill the Great Commandment. Scripture affirms our responsibility to love the Lord with all our heart, our soul, and our mind. Every area of the University should be focused upon the mission of scholarship, teaching, and learning. Learning does not occur simply for its own sake, but learning should instead transform each believer into the image of Christ. Through the undergraduate and graduate curriculum, OBU values the life of the academy and seeks to instill in its students a lifelong pursuit of learning and wisdom.

## ***Missional Purposed***

As a Christian liberal arts university, Oklahoma Baptist University exists to transform lives for missional purpose in global engagement. OBU strives to equip and educate students to engage a diverse world in obedience to the Great Commission and in submission to the Lordship of Christ. OBU seeks to prepare servant leaders with the character traits of Christ, the intellectual knowledge and wisdom attained from the liberal arts, competencies required for professions, and motivation for responsible Christian action and service.

## ***Community Directed***

Oklahoma Baptist University strives to create and nurture a university community where persons relate to one another in Christian charity and compassion. Creation in the image of God is the basis for human dignity and uniqueness and is therefore affirmed for all persons. Jesus Christ is the perfect image of God, and the result of the process of salvation is becoming fully like Christ and thus, most human. OBU is committed to the commandment to love others as ourselves and endeavors to value and relate to all persons in accordance with their created uniqueness. This belief applies both to individual persons and to all human social structures.

## **CAMPUS LIFE STAFF and OFFICES**

Brandon Petersen, Vice President of Campus Life and Dean of Students  
[brandon.petersen@okbu.edu](mailto:brandon.petersen@okbu.edu) | 405-585-5250

Sharon Eulberg, Assistant to the Vice President of Campus Life and Dean of Students | [sharon.eulberg@okbu.edu](mailto:sharon.eulberg@okbu.edu) | 405-585-5250

Joy Carl, Director of International Student Services and Disability Services | [joy.carl@okbu.edu](mailto:joy.carl@okbu.edu) | 405-585-5285

Anna Morris, Campus Nurse  
[anna.morris@okbu.edu](mailto:anna.morris@okbu.edu) | 405-585-5263

Lori Hagans, Director of Career Services and Parent Engagement  
[lori.hagans@okbu.edu](mailto:lori.hagans@okbu.edu) or [parents@okbu.edu](mailto:parents@okbu.edu) | 405-585-5262

Dr. Matt Kearns, Director of Student Ministry  
[matthew.kearns@okbu.edu](mailto:matthew.kearns@okbu.edu) | 405-585-5702

OPEN, Director of Student Leadership and Engagement

## **Bison Recreation and Wellness Center (Bison RecWell)**

Michael Bolgrin, Director  
[michael.bolgrin@okbu.edu](mailto:michael.bolgrin@okbu.edu) | 405-585-5222

David Gardner, Assistant Director of the RAWC & Director of Intramural and Club Sports  
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Catherine Melton, RAWC Operations & Services Manager  
[Catherine.melton@okbu.edu](mailto:Catherine.melton@okbu.edu) | 405-585-5225

Julianna Proctor, Health/Wellness Specialist  
[julianna.proctor@okbu.edu](mailto:julianna.proctor@okbu.edu) | 405-585-5224

## **Global Outreach (GO) and Study Abroad**

Melissa Stroud, Director of Global Mobilization  
[melissa.stroud@okbu.edu](mailto:melissa.stroud@okbu.edu) | 405-585-5705

Rachel Stewart, Logistics Coordinator  
[rachel.stewart@okbu.edu](mailto:rachel.stewart@okbu.edu) | 405-585-5703

## **Residential Life**

Erin Guleserian, Director of the Residential Experience  
[erin.guleserian@okbu.edu](mailto:erin.guleserian@okbu.edu) | 405-585-5282

Laker Greenwood, Resident Director of The Lodge & The Men's Village Apartments | [laker.greenwood@okbu.edu](mailto:laker.greenwood@okbu.edu) | 405-585-5286

Kyle Opskar, Resident Director of Agee Residence Center  
[kyle.opskar@okbu.edu](mailto:kyle.opskar@okbu.edu) | 405-585-5271

Dayla Rowland, Resident Director of Kerr Residence Center & West University Apartments | [dayla.rowland@okbu.edu](mailto:dayla.rowland@okbu.edu) | 405-585-5272

Anna Pumphrey, Resident Director of Taylor Residence & The Women's Village | [anna.pumphrey@okbu.edu](mailto:anna.pumphrey@okbu.edu) | 405-585-5273

Afton Urton, Resident Director of WMU Residence Center  
[afton.urton@okbu.edu](mailto:afton.urton@okbu.edu) | 405-585-5274

## **Office of University Culture**

BJ Glover, Interim Vice President for University Culture  
[beverly.glover@okbu.edu](mailto:beverly.glover@okbu.edu) | 405-585-5701

## **Virtual Tour and Campus Map**

# HOME FOR the weekend

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## FAMILY WEEKEND

Each year family and friends are invited back to Bison Hill to reconnect with their student(s). Family Weekend is hosted in conjunction with our Homecoming festivities to give you and your student a variety of activities to participate in.

Whether your family is brand new to Bison Hill, or you have been connected for a long time, we want to welcome you “HOME”.

*We hope you will consider joining us!*

### **“The Weekend”**

October 19-21, 2023

Please register your attendance by October 1<sup>st</sup>, 2023

by clicking the link on the webpage.

Check back often for updates!

Be sure to notate the correct registrant status!

Visit [okbu.edu/parents](https://okbu.edu/parents) to access information about The Weekend and other parent resources.

Have you signed up for Parent/Family  
Engagement correspondence?

If not, scan the QR code and get signed up!





## **Student Service Areas**

### ***Bison Recreation and Wellness Department (RecWell)***

The Bison Recreation and Wellness Department exists to engage, encourage, educate, and equip our Bison community towards Christ-like wellness in the areas of the physical, mental, emotional, social, and spiritual wellbeing.

- 59,000 square foot Recreation and Wellness Center (RAWC)
- Home to one of the largest indoor climbing walls of its kind in Oklahoma
- Provides oversight of the Competitive Sports fields, outdoor volleyball courts, and 18-hole (36 Multi Pin Placement) Disc Golf Course.
- Services provided include recreation, outdoor recreation, fitness, wellness education, and social recreational opportunities.
- Primary programs include the McDowell Family Intramural Program, OBU Club Sports, Group Fitness Classes, and Personal Training.

Our Staff is dedicated to serving our OBU community and ensuring the best possible recreation and wellness experience on Bison Hill.

### ***Career Services***

- Career/Interest assessments and information concerning vocational opportunities are available
- Workshops, Career Fairs, and Information sessions are hosted each semester to provide students/alumni opportunities to connect with possible employers/graduate programs/ministry opportunities.
- SkillsFirst is provided to assist students in developing a resume, cover letter, and interviewing skills.
- An online job board is available to assist students/alumni in identifying and obtaining part-time and/or full-time employment as well as internship opportunities. (OBU Career Portal)

For more information, students can drop by the Career Development Office located in the Geiger Center room 101, email [career.development@okbu.edu](mailto:career.development@okbu.edu), or call 405-585-5262.

If you or your employer has an interest in participating in any of our recruitment events, please contact the Career Development Office using one of the options listed above.

## ***Counseling Services***

*The Kemp Marriage and Family Therapy Clinic* provides high quality therapeutic services to individuals, couples, and families of the OBU and greater Shawnee communities. The Kemp MFT Clinic believes clients can find healing when we approach presenting problems through a holistic lens that sees opportunities for growth in our clients' faith, relationships, mind, and physical health.

- Appropriate referrals can be made to local services if needed.
- OBU students may receive up to 10 sessions per fiscal year (June 1-May 31) at no charge.
- Subsequent sessions are at a discounted rate of \$10.00 per session.
- Clinic hours are:
  - Monday – Thursday, 9:00 am to 8:00 pm
  - Friday, 9:00 am to 5:00 pm, and
  - Saturday, 9:00 am to 2:00 pm
- Appointments are confidential and are made by calling 405-585-4530.
- The clinic is located at 2206 N. Kickapoo.
- Feel free to check out the [online resources](#).

For further information, please visit, [www.okbu.edu/mft-clinic](http://www.okbu.edu/mft-clinic).

## ***Disability Services***

The Disability Services Office provides support services to students with disabilities.

- The office is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities.
- Students are required to provide documentation of disability prior to the provision of services.
- After documentation has been received, the Director of Disability Services will set up a meeting with the student to discuss appropriate accommodations.

For more information on accommodations, students can contact the Disability Services Office at 405- 585-5285 or drop in the Disability Services Office located in the Geiger Center 101.

## ***International Student Services Office***

- International Students, Missionary Kids (MKs), and Third Culture (TCKS) are supported through this office throughout their time at OBU.
- For students on F-1 visas, assistance is provided for matters related to the Student Exchange Visitor Program (SEVP).

## ***Health Services***

### **Immunization Requirements for OBU Students**

Please submit immunization records to Med Proctor. You can find information for uploading your records on the Health Services page on the OBU website.

The following vaccinations are required by the State of Oklahoma for postsecondary education:

- Measles, Mumps Rubella (MMR) - 2 doses
- Hepatitis B- 3 doses

### **Required only for students living on campus:**

- Meningococcal- 1 dose

If you would like to fill out an exemption form, please go to <https://www.okbu.edu/student-life/documents/vaccine-waiver.pdf>.

Please fill out the form and upload to Med Proctor.

- The Campus Nurse's office is in GC 206 – Anna.morris@okbu.edu or 405-585-5263
- A virtual clinic (TEAM Clinics) is offered and students can receive urgent/primary care without leaving the campus.
- Access to high-quality and immediate telemedicine during the hours of 9 a.m - 7 p.m. Monday through Thursday.
- TEAM Clinics is covered by most insurance companies and no money needs to be exchanged during your visit.
- The campus nurse will set up an appointment to Zoom with a licensed healthcare provider.

- The technology allows the provider to listen to heart & lung sounds through the stethoscope and view the ears, nose and throat with the camera attached to the otoscope.
- The nurse can test for Flu A+B, Rapid Strep, Urine Analysis, and COVID-19. We can perform the rapid onsite COVID-19 antigen test.

Please see the [health services page](#) on the OBU website for more information.

Additional local resources for your convenience:

SSM Health Express Clinic, 4651 N Harrison St, 405-878-7160

SSM Health St. Anthony Hospital-Shawnee, 1102 W. MacArthur St.  
405-273-2270

Xpress Wellness Urgent Care, 12 E. MacArthur St. 405-275-1001

### **The Milburn Student Success Center**

- The Center includes Student Success, Academic Advising and University Testing and is committed to the success of every student.
- The Milburn Center staff and resources are available to assist students of all majors, classifications, and academic needs with comprehension of course material as well as in the development of study, research, analytical, reading, writing and critical thinking skills.
- Student Success offers help with writing assignments and academic support in core subjects as well as Mathematics, Science, Business, Religion, Music, and Nursing.
- Student Success also provides aid in research, organizing study groups and academic feedback.
- In addition, the Center provides academic advising to those undeclared or in the process of changing majors.

The Milburn Success Center is located on the third floor of the library.

## Business Services Information

### ***Rapid Messaging System (RMS)***

- Through the OBU RMS, students, faculty and staff are notified regarding weather, emergency, and safety issues throughout the year.
- Students are automatically registered in the system using the mobile phone number provided during the enrollment process and the students' OBU email address.
- Students should check their contact information within the system to make sure it is current and should update it any time their contact information changes.
- While registration for OBU's RMS is only available to current students, faculty, and staff members, students may log on to the system at <http://www.okbu.edu/rms> and add your contact information as well.
- The web page will prompt the student to provide his or her OBU email address and password.
- Up to five contact phone numbers or email addresses can be registered per person.

### ***Payment of Tuition and Fees***

- A student can access his/her account by logging into Self Service Banner at any time.
- Once logged in, students may also grant access to their account information to authorized users (e.g., parents).
- To set up authorized users, the student will log in to Self Service Banner, select "Student", "Billing and Payments", and then "View Student Charges" which will pull up summary information for the student's account.
  - On this page, the student will select "Send a payer invitation" in the Payment Plans section and set up the appropriate information for the authorized user. This allows parents to view account information, make online payments, sign up for payment plans and receive email notification when monthly statements have been generated.
- Authorized users' log in at <https://commerce.cashnet.com/okbupay>.

### ***OBU Utilizes an E-billing Process***

- Statements are generated around the middle of each month and are available for viewing once logged in to the student account.
- Students will receive an email notification when that monthly statement is available to view online.
- Established authorized users will also receive email notification that the statement is available online.
- Authorized users may make payments on a student's account using a check or a credit card.
- Additionally, the cashier's window in Owens Hall is open Monday through Friday from 10:00 am to 3:00 pm to accept cash or check payments.
- Check payments may also be mailed to the attention of the Bursar's office at 500 W. University, Shawnee, OK 74804.
- Student accounts are due in full the first day that classes start; however, accounts may be paid in installments over the course of a semester utilizing one of OBU's payment plans.
- See detailed information on the payment plan options at <http://www.okbu.edu/financial-aid/payment-plans.html>.
- Students may sign up for a payment plan by logging into Self Service Banner, selecting "Billing and Payments", and then select "View Payment Plan Options" from the Overview page.
- Authorized users may also sign the students up for a payment plan by logging in at <https://commerce.cashnet.com/okbupay>.

Questions about student accounts should be directed to your ***Student Financial Services Counselor at (405) 585-5020***.

Questions regarding logging into Self Service Banner should be directed to the ***Academic Center at (405) 585-5100***.

The Academic Center can also reset passwords for Banner Self Service; however, please be aware that only the student may reset a Banner Self Service password.

## **Information You Might Want to Know to Help Your Student**

### ***Chapel***

- Students are required to achieve a total of ninety-six (96) chapel credits. Typically, each chapel program is worth one credit.
- All academic requirements must be met, including satisfying the chapel attendance policy, for a student to participate in commencement, graduate, and receive a diploma.
- The number of chapel requirements is prorated for students who attend fewer than eight (8) fall/spring semesters.

### ***Check Cashing/ATM***

- There is a \$25 charge for returned checks.
- Most local banks have checking accounts designed for students.
- Bison Federal Credit Union provides an ATM on campus in the Geiger Center.

### ***FERPA: The Family Educational Rights and Privacy Act***

This Federal law protects the privacy of student education records.

- Your student must sign a form to give OBU professors and administrators permission to share his/her educational records (e.g., how they are doing in class).
- This is a required form provided during the admissions process.

### ***Laundry Facilities***

Each residential facility has washers and dryers – free, no coins required!

### ***OBU Helpdesk***

Students with email concerns or technical issues should contact the OBU helpdesk at [helpdesk@okbu.edu](mailto:helpdesk@okbu.edu) or 405-585-5200.

### ***Renter's Insurance***

Most students do not lock their dorm rooms and even at OBU items do come up missing from time to time. You might be interested in purchasing Theft & Fire & Breakage insurance as on-campus residents are “renters”. NSSI offers college student property insurance policies. [www.nssi.com](http://www.nssi.com)

### ***Part-Time Jobs***

A list of on-campus and off-campus jobs are listed on [OBU Career Portal](#). The student will use their OBU email address and assign a password.

### ***Student Payroll/On-Campus Employment***

- Students who are employed on campus are paid every two weeks.
- The payroll period ends on a Saturday and students are paid the following Friday.
- Students may choose to have a payroll deduction applied to their tuition account.
- Prior to beginning work, each student must complete the following forms and can be found at <https://www.okbu.edu/hr/forms.html>:
  - o Federal & Oklahoma Forms W-4 for withholding purposes
  - o Federal Form I-9 to verify employment eligibility
    - \*\*There are identification requirements; please see [https:// www.okbu.edu/hr/documents/i-9-form.pdf](https://www.okbu.edu/hr/documents/i-9-form.pdf) to ensure proper documentation is in hand - work on campus cannot begin until all documentation is received.**
  - o Student Employee Confidentiality and Work Agreement
  - o Direct Deposit Authorization form (Students are required to have their paycheck deposited directly into their bank account by electronic funds transfer. This can be set up in the Payroll Office and will require either a copy of a voided check, or screen shot of online banking with full routing and account numbers. Any subsequent changes to bank account information also needs to be provided to the Payroll Office to ensure direct deposit information is current.)
  - o These forms **MUST** be turned in to the Payroll Office in Owens Hall before a student can work on campus.
  - o International students are required to provide their passport and Form I-94, along with their social security card, and have the Student Employee Personnel Recommendation signed by the Director of International Students and Disability Services.



## University Police

Oklahoma Baptist University maintains a University Police Department that is staffed 24 hours a day, 7 days a week to provide police and fire prevention services for the university community. The Police Department is located on the corner of Midland St and Pottenger Ave.

- In addition, officers are available to assist students who have vehicle problems such as flat tires and dead batteries.
- The University Police Department cooperates with the Dean of Students in the enforcement of university regulations as published in the student handbook, and with local authorities in the enforcement of local and state statutes. The officers work with groups on campus to encourage students to follow safe practices that will protect their property and themselves.
- University policy prohibits the use or distribution of alcohol or drugs on the campus or at any school-sponsored activity. Possession or use of firearms, fireworks or incendiary devices on university property is also prohibited.
- Parking for resident students is available in lots adjacent to their residence hall or apartment and in the Event Lot, Noble Complex Lot, and Soccer Lot.
- All students are expected to register their vehicles and to abide by parking and traffic regulations.
- There are specific parking areas for residence hall students, apartment students and commuter students. Students will receive a permit of a specific color according to their classification status.
- Parking regulations
- Parking registration is free
- Students are required to register their bicycles. This can be done at the University Police Department.

Fines are assessed for violation of parking regulations, such as:

- parking in a fire zone or a restricted space
- speeding
- overtime parking
- not registering a vehicle and/or
- not attaching the registration permit to their vehicle

## Students love to receive mail and care packages!

Mail to:

Student's Name 500

W University

Shawnee, OK 74804



Want to send flowers? Send them to: Student's Name  
500 W University OBU  
Geiger Center Shawnee,  
OK 74804

Please use the student's name they are enrolled under – no nicknames. The OBU mailroom will notify the student by **OBU email** that they have a delivery so the student can drop by the Geiger Center and pick it up.

Care Boxes:

Offered 4 X per year through  
**Christian Care Box**

- Back to School
- Fall Finals
- Valentine's Day
- Spring Finals



*Are you missing them yet?!*



*Remind that special someone  
they are loved and not forgotten.*

- Back to School Box (Tuesday, September 19th)
- Fall Final Exam
- Valentine's Day (Monday, February 12th)
- Spring Final Exam

Each box comes with snacks, a personalized note from home, and a five-day devotional.

CHRISTIAN CAREBOX



OBU

Write your student a custom message here.

Connecting parents to students  
and students to Christ

[www.christiancarebox.com/obu](http://www.christiancarebox.com/obu)

# Academic Calendar 2023-24

## *Fall Semester 2023*

### **August**

19-22 ..Sat -Tues..... New Student Orientation/Welcome Week  
23. .... Wed..... Classes Begin (Traditional)  
30 .....Wed..... Last Day to Register, Change, Add Classes

### **September**

2-4 .....Sat-Mon ..... Labor Day Holiday Offices Closed

### **October**

12 .....Thurs..... Seventh Week Grade Reports Due  
12-15 ..Thurs-Sun ..... Fall Free Days  
17 ..... Tues..... Deadline for Completion of Spring/Summer  
Grades  
20-21 ..Fri-Sat..... *The Weekend*

### **November**

3 .....Fri ..... Last Day to Withdraw from Classes  
6..... Mon..... Opening of J-Term/Spring Registration for  
Seniors  
7 .....Tues..... Opening of J-Term/Spring Registration for  
Juniors  
8-9 .... Wed-Thurs..... Opening of J-Term/Spring Registration for  
Sophomores  
13-13 ..Fri-Mon ..... Opening of J-Term/Spring Registration for  
Freshmen  
17 .....Fri..... Residence Halls/Apartments Close  
18-26 ..Sat-Sun..... Thanksgiving Holiday Offices Closed  
26 .....Sun. .... Residence Halls/Apartments Open

### **December**

6-8 .....Wed-Fri..... Limited Activities Days  
8. ....Fri..... Last Day of Classes  
11-14 ..Mon-Thurs ..... Final Exams  
15 .....Fri ..... Commencement Rehearsal  
16 .....Sat..... 10 a.m ..... Winter Commencement  
16 .....Sat..... 5 p.m ..... Residence Halls/Apartments Close

18 .....Mon.....Semester Final Grades Due  
23-31 ..Sat-Sun.....Holiday/Energy Conservation Plan  
Offices Closed

*January Term 2024*

1	..... Mon .....	Holiday/Offices Closed
2	..... Tues .....	1 p.m..... Residence Halls Open
3	..... Wed.....	Classes Begin
5	..... Fri .....	Last Day to Register, Change, Add Classes
10	..... Wed.....	Last Day to Withdraw from Classes
15	.. Mon .....	MLK Day Holiday Offices Closed
23	..... Tues .....	Last Day of Classes
24	..... Wed.....	Final Examinations
25	..... Thurs.....	Semester Final Grades Due

*Spring Semester 2024*

21-23 ..Mon-Wed.....New Student Orientation  
24 .....Wed.....1 p.m.....Residence Halls Open  
25 .....Thurs.....Classes Begin for Spring Semester

## February

1 .....Thurs.....Last Day to Register, Change, Add

## March

16-24	..Sat-Sun .....	Spring Break
24	..... Sun.....1 p.m	Residence Halls/A[ Open
25	....Mon .....	Seventh Week Grades Due
26	.....Tues .....	Deadline for Completion of Incomplete Fall/J-Term Grades
29	.....Fri .....	Good Friday Holiday Offices Closed
30-31	..Sat-Sun .....	Easter Holiday Offices Closed

# April

1	.....Mon .....	Last Day to Withdraw from Classes
9	.....Tues .....	Opening of Summer/Fall Registration for Seniors
10	.....Wed.....	Opening of Summer/Fall Registration for Juniors
11	.....Thurs .....	Opening of Summer/Fall Registration for Sophomores

12 ..... Fri.....Opening of Summer/Fall Registration for  
Freshmen

## **May**

8-10.. Wed-Fri ..... Limited Activities Days

10 .....Fri ..... Last Day of Classes

13-16 ..Mon-Thurs..... Final Examinations

17 .....Fri ..... Honors Luncheon and Hooding Ceremony

17 .....Fri ..... Commencement Rehearsal

17..... Fri..... Nurses Pinning

18 .....Sat..... Spring Commencement

18 .....Sat.....12 p.m..... Residence Halls/Apartments Close

20 .....Mon .....9 a.m..... Semester Final Grades Due

25-27 ..Sat-Mon ..... Memorial Day Holiday Offices Closed