

Nassau Community College

UNIVERSAL EVENING HOUR'S POLICY

Department: Academic/Student Services
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Policy Name: Universal Evening Hour's Policy
Effective Date: August 30, 2007
Passed: August 30, 2007
Revised Date: August 12, 2008

- [Policy](#)
- [Purpose](#)
- [Applicability](#)
- [Responsibility](#)

Policy: Universal Evening Hours is part of the County/College cost reduction savings plan.

Non-peak periods

During non-peak periods, all services will be reduced to two evenings only, Monday and Thursday until 7:00pm. Employees will be paid up to 7:30 PM as needed.

Fall Dates: September 22 -December 5
Spring Dates: February 16-April 3

Peak periods

During peak periods, all services will resume full evening hours, Monday through Thursday until 7:00 pm (posted hours will say 7:00 pm, but students will be serviced and employees paid until 8:00 pm).

Fall Dates: September 2nd -September 19
Spring Dates: December 8- February 1

In addition, it is recommended that a campus policy be adopted to close all student service areas close at 4:45 pm in non-peak periods, if evening classes are not scheduled. The dates for the 2008-2009 academic years are as follows:

Fall Dates:

Rosh Hashanah	September 29
Thanksgiving Eve	November 26 FYI: Classes are scheduled for Thanksgiving Eve
Christmas Eve	December 24

Spring Dates:

Winter Break	February 16-20, 2009	Classes Do Not Meet
Spring Break	April 6-10, 2009	Classes Do Not Meet

Purpose:

In compliance with College policy, "Universal Evening Hours" the College has been asked by the County Legislature to make budgetary reductions.

A part of the cost savings plan is a reduction in the availability of student services in the evening based on peak and non-peak periods of student needs, as defined above.

Applicability:

The areas affected include Admissions, Academic Advisement, Financial Aid, Health Services, Placement Testing, Registrar, Student Financial Affairs/ Bursar Student Personnel Services,.

Responsibility: Each of these areas will adjust their schedules appropriately, beginning September 2, 2008

Any further inquiries can be directed to: Office of the Vice President / Academic Student Services
Nassau Community College, 1 Education Drive, Nassau Hall, Rm. 6, Garden City, NY 11530

