

November 6, 2009

Dear FAS Faculty and Staff,

As we head toward the end of the fall semester, I wanted to write with a brief summary of the schedule for the upcoming Winter Recess and Winter Break. Under the University's new academic calendar, Reading Period and final exams for this fall semester conclude before the traditional winter holiday break, and Monday, January 25, 2010 is the first day of classes of the spring semester. In between the end of fall exams and the start of spring classes are two periods called Winter Recess and Winter Break.

Winter Recess is the time around the holidays when the University is largely closed and following its traditional holiday schedule. For our students, Winter Recess this year begins at 5 p.m. on Tuesday, December 22, 2009. For the faculty and staff, Winter Recess begins at 12 noon on Thursday, December 24, 2009, and concludes at the start of the business day on Monday, January 4, 2010.

Unlike recent years, the new academic calendar now includes a new Winter Break for students. Winter Break begins at the end of Winter Recess and concludes with the start of spring classes. During Winter Break, a number of undergraduates will be on campus for pre-approved activities, and the residential Dorms and Houses will be open only to students who have obtained permission from the College to be on campus. GSAS students may be in residence. Except for pre-approved activities during this period, individual classrooms will be locked and in temperature set-back mode wherever possible.

As in the past, exterior entrances to FAS buildings will be locked during Winter Recess for faculty and staff, with normal HUID card access remaining operational. Starting January 4, building access will return to the normal business day schedule with exterior doors open during the day.

Most undergraduate dining halls will be closed for Winter Recess and Winter Break, with those students remaining on campus during Winter Break dining in Annenberg Hall. Our FAS cafés will be closed during Winter Recess and generally will return to their normal hours beginning January 4.

The Libraries will operate on a modified schedule during these periods, and I urge you to check the library schedules posted online. Likewise, our athletic recreational facilities will have modified schedules. The Malkin Athletic Center will be closed for the period of December 24 through January 22 and the Hemenway Gymnasium and the QRAC will have abbreviated schedules. Blodgett Pool will be open abbreviated hours during Winter Break.

Below, I include a brief summary of schedules during the Winter Recess and Winter Break.

Sincerely yours,

Michael D. Smith

Key Dates:

- 12/22/09 - Student winter recess begins at 5 p.m. (3 p.m. for freshmen)
- 12/24/09 - Employee Winter Recess break begins at 12 noon (1/2 day) 1/3/10 - Pre-approved students return to campus after 9 a.m.
- 1/4/10 - Employees resume regular work schedule
- 1/22/10 - Undergraduate Houses and Dorms open for spring semester occupancy
- 1/25/10 - Spring classes begin

HUPD/Security:

- * HUPD will maintain its regular coverage throughout this period.
- * 12/24/09 - 1/3/10: Security Guard coverage will be on a holiday (reduced) schedule as in past years. Regular service resumes 1/4/10.

Shuttle Services:

- * 12/24/09 - 1/2/10: All service suspended.
- * 1/3/10: Daytime and evening van service, along with bus service for Park and Ride programs (SFP AM/PM) return to regular schedule.
- * 1/3/10 - 1/22/10: Limited daytime bus service.

Dining Services:

- * 12/22/09 (dinner) - 12/23/09: Annenberg and undergraduate House dining halls closed.
- * 12/24/09 - 1/2/10: All operations closed.
- * 1/3/10: Annenberg Hall opens for lunch and dinner for pre-approved undergraduates.
- * 1/4/10: All cafés resume regular operations with the following exceptions: Dudley Café resumes regular operations on 1/5/10; Cambridge Queen's Head and Lamont Café resume regular operations on 1/23/10.

Administrative and Academic Facilities:

- * 12/24/09 - 1/3/10: Outside doors for all administrative and academic facilities remain locked at all times. Faculty and staff with proper access (via card or key) will be able to enter the buildings. Where possible, systems will be set to unoccupied mode for energy conservation.
- * 1/4/10: All administrative and academic facilities resume regular operations.

Science and Laboratory Facilities:

- * The Science Center will remain open 24 hours per day, everyday. Where possible, systems will be set to unoccupied mode for energy conservation.
- * 12/24/09 - 1/3/10: Outside doors for all other science and laboratory facilities remain locked at all times. Faculty and staff with proper access (via card or key) will be able to enter the buildings. Where possible, systems will be set to unoccupied mode for energy conservation.
- * 1/4/10: All science and laboratory facilities resume regular operations.

Recreational Athletic Facilities:

- * 12/24/09 - 1/22/10: Malkin Athletic Center (MAC) closed.
- * 12/24/09 - 1/3/10: Quadrangle Recreational Athletic Center (QRAC) closed.
- * 12/24/09 - 1/3/10: Hemenway Gymnasium closed.
- * 1/3/10 - 1/22/10: Hemenway Gymnasium open Monday through Friday, 6 a.m. - 11 p.m., Saturday 10 a.m. - 7 p.m., Sunday 10 a.m. - 11 p.m.
- * 1/4/10 - 1/22/10: QRAC open Monday through Friday, 8 a.m. - 7 p.m.
- * 1/4/10 - 1/22/10: Blodgett pool open for recreational use Monday through Friday, 9 a.m. - 12:15 p.m. and 5 - 7:30 p.m., Saturday and Sunday, noon - 6 p.m.

Residential Facilities:

- * College: Only pre-approved students will be allowed in the Houses and Dorms during Winter Recess and Winter Break. Exterior doors will be locked during this period, but faculty and staff who work in the Houses will have normal access.
- * GSAS: Regular schedule applies throughout Winter Recess and Winter Break.