September 21, 2009

To:     Deans, Directors, and Chairpersons
Fr:     Nicole Rovig, University Registrar
Re:    Office of the Registrar - Updates to Work Copy Guidelines

The Office of the Registrar is hosting work-copy workshops on Monday and Wednesday, September 21 and 23, from 10-11:30 a.m. in the Board Room, Administration Building. The primary topics of discussion include the following:

1. To better align with the University’s energy conservation goals and to improve efficiency with classroom utilization, the following standard meeting patterns have been developed and will be enforced beginning with the Summer 2010 semester:
   
   - Monday, Wednesday, Friday classes (lecture-based) shall meet for 50 minutes beginning at 8:00am
   - Monday, Wednesday classes may meet for 80 minutes beginning at 5:00pm

2. The 2009-2010 academic calendar is available at http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp

Additional information regarding work copy is available at https://www.reg.msu.edu/Forms/WorkCopy/Overview.asp