

MEMORANDUM

TO: Deans, Directors, Post-Skill Staff, Travel Coordinators and PPAs

The purpose of this memorandum is to inform you of the upcoming fall semester and the various events and activities that will be taking place. It is important that you are aware of these events and activities so that you can plan accordingly and ensure that all necessary arrangements are made.

The fall semester begins on September 1st, and the first day of classes is September 5th. Please ensure that all necessary arrangements are made for the start of the semester, including the availability of classrooms, textbooks, and other resources.

In addition to the start of the semester, there are several events and activities planned for the fall semester. These include the Fall Festival, the Homecoming event, and the Thanksgiving break. Please ensure that you are aware of these events and activities and that you make the necessary arrangements to ensure that they run smoothly.

The Thanksgiving break is from November 23rd to November 27th. Please ensure that all necessary arrangements are made for the break, including the availability of classrooms and other resources.

The end of the semester is on December 15th. Please ensure that all necessary arrangements are made for the end of the semester, including the availability of classrooms and other resources.

If you have any questions or concerns, please contact the appropriate person. We appreciate your cooperation and assistance in making the fall semester a successful one.

