COLLEGE POLICY

Policy No. & Title:	**C-415 Hours of Operation**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-04-30

Purpose
To establish the days and time the College deems normal hours of operation (business hours).

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

This policy does not apply to Online Campuses.

Definitions
N/A

POLICY
1) Campuses, normally, will be open from 7:30am and close at 10:00pm, Monday to Friday.
    - Note that not all campuses are open past 5:00pm Monday to Friday.
2) Campuses *may* be open on weekends, on a limited basis.
3) Classes, normally, will be scheduled between 8:00am to 10:00pm, Monday to Friday; but may be scheduled on weekends when required for specific programs.
4) Students may access the campus starting at 7:30am, Monday to Friday, and/or when scheduled.
5) Campuses will be closed outside of normal hours of operations.
6) If campus(es) is/are closed due to temporary disruption, inclement weather, emergency, or a College event, the College will post notification of such closure.
7) Students are not permitted on campus when the campus is closed.
8) Unauthorized individuals are not permitted on campus property at any time.

Related Policies
A-107 Timetables & Schedules
P-121 Inclement Weather
P-135 Emergency Preparedness
P-201 Accessibility

Supporting Documents/Forms
C-415p Hours of Operation – Procedure