



# *Get Ready for Christmas Break*

The college will be closed Dec. 21, 2018 to Jan. 1, 2019  
for Christmas Break.

*Before you  
leave campus  
for the break:*

- **Lock** all doors, desks and filing cabinets.
- **Secure** all keys left in the office, lab or other rooms.
- **Secure** all electronic devices, such as computers, cameras, etc.
- **Turn off** the lights and computers.



**Public Safety will be on campus during the break.** Notify Public Safety if you will be on campus, or need special patrols or other activities in your area.