M E M O R A N D U M

January 16, 2004

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **ITS HOLIDAY SCHEDULE – 2004**

In observance of the Dr. Martin Luther King Jr. holiday, the computer system will be inactivated according to the following schedule:

January 17	4:00 PM	All Online Systems will be inactivated
January 17	11:00 PM	Information Technology Services Closes
January 18	Closed	Information Technology Services Closed
January 19	Closed	Information Technology Services Closed for Holiday
January 19	11:00 PM	Information Technology Services Opens
January 20	5:30 AM	All Online Systems will be available

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).