

Academic Division *HIGHLIGHTS* for The Week

Name	Room No.	Dates of Room Use	Responsible Person(s)
Dean's Office	Hanover Hall A & B (USED also for the Faculty Office)	Jul 21-July 28, 2017	Charles Reese
Faculty Office	Hanover Hall A & B	July 21-July 28, 2017	Sherre Smith-Jones & Herbert Jones, DMA
Class Registration	Grand Hall Exhibits	July 22-July 26, 2017	Erma McCann
Library	1 st Floor Grand Hall Foyer	July 22-July 28, 2017	Alvin Burks, MSL (Certified Librarian)
Bookstore #1 *Open 10:00 a.m. daily	Grand Hall	July 23-July 28, 2017	Laymen Christian Leadership Youlanda Davidson/Denise Hairston Lorene Simmons
Bookstore #2 7:30 a.m. – Noon Hairston	Hallway in front of Hanover Hall A & B	July 24-July 28, 2017	Laymen Christian Leadership Youlanda Davidson/Denis Lorene Simmons
*Faculty Meeting	Courtland	Sunday, July 23, 2017 7:00 p.m.	Charles Reese
*Convocation & Thurston Frazier Chorale Concert MANDATORY FORMATION	Regency Ballroom	Line-up begins at Assembly-8:30 a.m. 8:45 a.m. Processional Friday, July 28 2017	Eugene Morgan/Dan Larkin Sharon Ingram
Student Organ Recital	Inman	Wednesday, July 26, 2017 12:00 p.m.	Anthony Kendrick Kimberly Crisler
*New Faculty & Staff Orientation	Faculty Office Hanover Hall A & B	Sunday, July 23, 2017 6:00 p.m.	Herbert Jones, DMA
Communion/Consecration (Colors: white accented with gold (not yellow) Faculty & Staff should be robed in white academic garb. See Faculty instructions.	Grand Ballroom	Sunday, July 23, 2017 Lineup at 10:00 a.m. (Assemble in the lobby of Birmingham Ballroom, Sheraton Hotel)	Convention Administration
Part I – Faculty Checkout	Faculty Office Hanover Hall A & B	July 27, 2017 1:00 p.m.	Sherre Smith-Jones & Office Staff Herbert Jones, DMA Albert Lemons, EdD Emory Andrews, DMA Rev. Dan Larkin Minister Clark Joseph

Academic Division *HIGHLIGHTS* for the Week cont'd:

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Name	Room No.	Date(s) of Room Use	Responsible Person(s)
Academic Convocation/ Thurston G. Frazier Chorale Concert & Robert Fryson Chorale Concert	Grand Ballroom	July 28, 2017 8:30 a.m.	Eugene Morgan, Sharon Ingram, Dan Larkin, Albert Lemons, EdD
Part II – Faculty Checkout	Faculty Office Hanover Hall A & B	July 28, 2017 1:00 p.m.	Sherre Smith-Jones & Office Staff Herbert Jones, DMA Albert Lemons, EdD Emory Andrews, DMA Rev. Dan Larkin Minister Clark Joseph
