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DATE: January 1, 2024

**TO: Kilgore College Board of Trustees
Kilgore College Employees
Kilgore College Bible Chairs**

FROM: Tracy A. Skopek

SUBJECT: Opening Week Activities for Spring 2024

Welcome back! For faculty and staff who are involved in Late Registration and various meetings throughout the week of January 8th, you will find your assignments in the group of opening week documents at www.kilgore.edu/opening-week. **As always, please notify your immediate supervisor if you are unable to carry out your assigned responsibilities.**

A few highlights of the first weeks are:

- Monday, Jan. 8 —**Spring Convocation** begins at 8:30 a.m. in the Dodson Auditorium; **Advisor Training Update – Professional Advisors** – Virtual Zoom (invitations will be sent out)
- Tuesday, Jan. 9 —**Final Registration— Kilgore & Longview Campuses**
- Wednesday, Jan. 10 —**General Faculty Meeting** (VCA – Dr. Tracy Skopek); **Arts & Sciences Divisional Meeting** (VCA – Becky Johnson); **Public Services & Industrial Technologies Divisional Meeting** (AT 109 – Brandon Walker); **Business, Entrepreneurship & Information Technology Divisional Meeting** (BA 201 – Kristen Stovall); **Health Sciences Divisional Meeting** (AEC – Jennifer Bray); **eLearning** (Virtual Zoom link will be provided – Dr. William Stowe/Ashley Turner)
- Thursday, Jan. 11 —**Post Final Registration Advising** (DSC Conference Room & Hendrix Building)
- Friday, Jan. 12 —**Post Final Registration Advising** (DSC Conference Room & Hendrix Building)
- Monday, Jan. 15 —Campus Closed – MLK Holiday
- Tuesday, Jan. 16 —**First Day of Class; Administrative Changes - Advisors** (Normal Office Locations)
- Wednesday, Jan. 17 —**Administrative Changes - Advisors** (Normal Office Locations)

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I look forward to seeing all of you as we begin a new academic year!