

Administrative Procedure

Campus Operation Schedule

Beginning November 1, 2021, Mountwest Community & Technical College will operate on a modified operating schedule. Offices will be open Monday - Thursday from 8:00 a.m. to 5:00p.m. and on Friday from 8:00 a.m. to 3:00 p.m. A 37.5-hourwork week will continue to be observed along with a 30-minute lunch break each day (or an hour with supervisor approval).. Alternative work schedules must be submitted via a Modified Work Schedule form in advance to the Office of HR.Supervisors may decline the request for an alternative work schedule based upon business needs.

Hours of operation for the Maritime Academy may vary depending upon operational needs.

Business Hours

Students and the community can expect to find appropriate offices staffed so they may conduct business with the college during the following hours:

8:00 a.m. - 5:00 p.m. Monday, Tuesday, Wednesday & Thursday

8:00 a.m. - 3:00 p.m. Friday

Virtual and additional in-person support outside of these business hours will be provided upon student request via email.

Operating Hours

Students and employees may access the building during the following hours:

7:00 a.m. -10:00 p.m. Monday, Tuesday, Wednesday, Thursday & Friday

Closed Saturday & Sunday

Changes to business or operating schedules will be communicated via college e-mail and social media. The College may modify business and operating schedules as needed.

UPDATED: MARCH 2023 BY COLLEGE COUNCIL