

<p style="text-align: center;"><b>SLEASMAN STUDENT HEALTH SERVICES</b></p> <p style="text-align: center;"><b>Niagara University</b></p>	<p style="text-align: center;"><b>PROCEDURES &amp; GUIDELINES</b></p> <p style="text-align: center;">Hours of Operation and Accessibility</p>	<p style="text-align: center;"><b>Review History</b></p> <p><b>Data Initiated:</b> 1996</p> <p><b>Last Revision:</b> 4/2007,2/2010</p> <p><b>Date(s) Reviewed/Revised:</b> 6/2012</p>
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**Guidelines:** The Niagara University Student Health Center will operate under standard hours that will be published each year in the Catalog and Student Handbook.

**Specifics:**

1. The NU Student Health Center clinic will be open during the Fall and Spring semesters from Monday through Friday from 9am to 5pm. The NU Student Health Center *administrative* office will be open Monday through Friday from 9am-5pm.
2. The NU Student Health Center clinic will be closed for all official University holidays, during breaks, and during the summer. The NU Student Health Center *administrative* offices will be open during regular University hours for breaks and summer.
3. Hours of operation and status (open or closed) will be clearly displayed on both doors of the Student Health Center at all times.
4. Changes in hours of operation will be posted in the Student Health Center at least one month in advance unless there is an emergency.
5. Changes in hours of operation will be communicated to the university community via newspaper, voice mail, e-mail, and home page at least one month in advance unless there is an emergency.
6. Emergency changes in the hours of operation will be communicated as above but will also include direct communication to the Dean of Student Services and Campus Security.
7. During staff meetings, the Student Health Center clinic will see urgent cases only.