



## 2024 – 2025 Winter Break Operations and Services

### December 2024

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#### Arthur Ross Gallery

The Arthur Ross Gallery is closed for renovations until January 10, 2025. A new exhibition, *After Modernism: Selections from the Neumann Family Collection*, opens January 17.

#### Audit, Compliance and Privacy

The Office of Audit, Compliance, and Privacy (OACP) is currently operating remotely. Individual OACP members can continue to be reached by email or telephone. If there are any significant or urgent issues, please contact any of the following members of the OACP leadership team:

- Greg Pellicano, Vice President at [gpell@upenn.edu](mailto:gpell@upenn.edu).
- Frank Tresnan, Associate Vice President, Internal Audit at [tresnan@upenn.edu](mailto:tresnan@upenn.edu).
- Joyce Massott-Burnett, Internal Audit Director at [jmassott@upenn.edu](mailto:jmassott@upenn.edu).
- Lauren Steinfeld, Associate Vice President and Chief Privacy Officer, Penn Medicine at [laurenst@upenn.edu](mailto:laurenst@upenn.edu).
- Scott Schafer, Associate Vice President, University Chief Privacy Officer and Institutional Privacy Officer at [sschafer@upenn.edu](mailto:sschafer@upenn.edu).

Note: The OACP leadership team may not have immediate access to voice or email during the holiday break.

Questions or concerns about possible violations of policies or legal requirements should be directed to Penn's Confidential Reporting and Help Line by filing a Web report at [www.upenn.edu/215pcomply](http://www.upenn.edu/215pcomply) or by calling 215-P-Comply. The 215-P-COMPLY help line (and associated web reporting) will be monitored periodically over the Winter Break.

Additional contact information based on topical area is provided below. Callers will be advised to leave a message due to Penn being on its Winter Break. These telephone lines will also be monitored periodically, but calls will not be returned until staff return from Winter Break on January 2, 2025.

- General Inquiries: 215-898-7260.
- Compliance: 215-573-4806.
- Privacy: 215-573-4492.

#### Budget Planning & Analysis

The University Hyperion Planning applications will be up according to their regular schedule, but the office will not be staffed during break. Any questions or problem reports should be directed to [planninghelp-L@lists.upenn.edu](mailto:planninghelp-L@lists.upenn.edu). Budget Office staff members will check email occasionally during the break and respond based on availability.

## Business Services

**Hospitality Services:** Closed starting December 25. Reopens January 2 at 9AM.

[www.upenn.edu/hospitalityservices](http://www.upenn.edu/hospitalityservices).

### **Penn Hotels:**

- **Hilton Inn at Penn:** Open and operating on a regular schedule: [www.theinnatpenn.com](http://www.theinnatpenn.com).
- **Sheraton Philadelphia University City Hotel:** Open and operating on a regular schedule. <http://www.philadelphiasheraton.com/>.

**LUCY (SEPTA Loop Through University City):** Closed Saturdays and Sundays as well as December 25 and January 1.

**Morris Arboretum & Gardens:** Open to the public daily 10AM – 4PM; last entry is 3PM. Closed December 24, December 25, December 31, and January 1. The Garden Railway will reopen the Holiday Garden Railway from November 24 – December 30. [www.morrisarboretum.org](http://www.morrisarboretum.org).

**Off-Campus Services:** Closed starting December 25. Reopens January 2 at 9AM. [www.upenn.edu/offcampusservices](http://www.upenn.edu/offcampusservices).

### **Penn Bookstore:**

- December 24, December 26– December 31: Open 10AM – 5PM.
- December 25 and January 1: Closed.
- Normal Operating Hours resume on January 2. [www.upenn.edu/bookstore](http://www.upenn.edu/bookstore).

**PennCard Center:** Closed starting December 25 and reopens at 8:30AM on January 2. To report a lost or stolen PennCard when the PennCard Center is closed, please call Penn Public Safety at 215-573-3333. [www.upenn.edu/penncard](http://www.upenn.edu/penncard).

**Penn Children's Center:** Closed for services from December 24 through January 1. Reopens on January 2: 7:30AM – 6PM. [www.upenn.edu/childcare](http://www.upenn.edu/childcare).

**Penn Home Ownership Services:** Closed starting December 25 and reopens at 8:30AM on January 2. [www.upenn.edu/homeownership](http://www.upenn.edu/homeownership).

**Penn Museum:** Closed December 24 – 25 and December 31 – January 1. The Museum is closed on Mondays.

**University of Pennsylvania Class of 1923 Ice Skating Rink:** Closed December 24 and 25 and January 1. Check public skating and freestyle sessions at [www.upenn.edu/icerink](http://www.upenn.edu/icerink).

## Residential Services

**Residential Services Offices:** Closed starting December 25. Reopens January 2. [www.upenn.edu/housing](http://www.upenn.edu/housing).

Building access will require a valid PennCard and is restricted to residents and authorized staff. Access to Gutmann, Radian, Axis, Harnwell, Harrison, and Rodin will be restricted to only those residents who have registered with Residential Services as staying in the building during the break. Sansom West will be

restricted to residents of that building only (typically approved and temporarily relocated Closed Building residents). PennCard access for live-in faculty or staff will not change. Residential Services, College Houses, Public Safety and Facilities Services staff, and any University office tenants, such as those in Sansom Place, will also have PennCard access. Allied Universal security staff will be visually checking PennCards at the building entrances as they monitor swipe access.

Information Center and residential mail and package operations will be available in these buildings on a limited basis; hours are posted at [www.upenn.edu/housing](http://www.upenn.edu/housing).

Facilities issues in a residence hall during the break should be called in directly to Facilities Services at 215-898-7208.

During the break, the front desks of open buildings will be staffed around the clock. Additionally, a Housing Manager on Duty may be reached in an emergency by calling the Harnwell Information Center at 215-898-6873.

Complete information can be found at [www.upenn.edu/housing](http://www.upenn.edu/housing).

***Resident Checklist:***

1. Reduce energy use. Please “power down and unplug” non-essential equipment to help us support Penn’s Climate and Sustainability Action Plan 4.0’s goal of reducing energy use on campus. We encourage everyone to learn ways to conserve and to pledge to reduce energy use during the holiday by going to <http://www.upenn.edu/sustainability>.
2. The College Houses, except Gutmann, Harnwell, Harrison, Rodin, Axis, and Radian close at noon on Friday, December 20. Residents in buildings that are closing MUST vacate their rooms and buildings by noon on Friday, December 20. Front doors and/or gates will be locked at that time.

Residents of closed buildings with extenuating needs can request Winter Break housing via [MyHomeAtPenn](http://MyHomeAtPenn). The form closes at noon on Tuesday, December 10. Any resident of an open building wanting to remain on campus during Winter Break must request it through [MyHomeAtPenn](http://MyHomeAtPenn) no later than Friday, December 20 at noon.

For up-to-date information about Winter Break housing, please refer to the Residential Services website: <https://residential-services.business-services.upenn.edu/semester-breaks>.

***Penn Dining/Bon Appetit:*** Dining cafés will be open through Thursday, December 19, 2024. All cafés will be closed Friday, December 20 — Sunday, January 5. Cafés will begin to reopen with limited hours/locations on Monday, January 6, 2025. All-you-care-to-eat cafés will begin to reopen with limited hours/locations on Monday, January 6. A complete list of Winter Break hours for all residential and retail dining facilities is posted [here](#).

***Penn Mail Services:*** Closed December 25 and January 1, with regular scheduling resuming January

2. Important information regarding delivery times, services, and limitations over Winter Break, including a required form for requesting departmental mail delivered during that time, is available **by clicking on the [Special Winter Break Mail Form](#)**. The form is required to receive delivery and must be received no later than December 16, 2024, at 4 PM.

**Penn Parking Services:** The Parking Office closes Tuesday, December 24 at 5PM and reopens Thursday, January 2 at 8:30AM. **Permit holders will always have access to their garages during Winter Break.** Contact the Operations Office at 215-898-6933 should you require operational assistance to access your parking garage during this period. Tuesday, December 24 through Wednesday, January 1 (excluding December 25 and January 1, on which all parking garages are closed), the Penn Museum, Chestnut 34, and Walnut 40 parking garages will be open for visitor parking from 8AM to 10PM. Regular hours resume on January 2, 2025.

**Penn Transit Services:** Closes Tuesday, December 24 at 6PM; regular hours resume on Thursday Jan. 2 at 3AM. Limited transportation service is available December 25 to January 2, 6PM – 7AM, excluding December 31. Request service on PennTransit Mobile or call 215-898-RIDE (7433). Visit [www.upenn.edu/PennTransit](http://www.upenn.edu/PennTransit).

### Campus and Community Safety

The Division of Public Safety is committed to the safety and wellbeing of the Penn and West Philadelphia communities which we serve. Know that DPS continues to provide comprehensive safety and security services 24x7 for all areas comprising the Penn Patrol zone, including 30th Street to 43rd Street and Market Street to Baltimore Avenue. DPS maintains the same staffing level of Police and Security officers throughout Winter Break.

**If you should have any concerns or see someone exhibiting suspicious behavior, call the PennComm Emergency Communications Center at 215-573-3333.** We are here for you 24 hours a day, seven days a week, call anytime.

**Walking Escort Program:** An excellent resource for Penn and the local community. Uniformed Allied Universal Public Safety Officers provide free walking escorts, available 24 hours a day, 365 days a year. Escort services also extend west to 50th Street and north/south from Spring Garden to Woodland Avenue between 10AM and 3AM via the University's partnership with the University District Ambassador Program. Again, anyone in the community regardless of whether they have a PennCard can use these services.

- Request a Walking Escort:
  - Ask any Public Safety Officer on patrol or inside a building.
  - Call 215-898-WALK (9255) or 511 from any campus phone.
  - Use building and blue-light emergency phones located on and off Penn's campus.

**Special Property Checks:** We offer Special Property Checks for residents in our patrol zone during Winter Break. Under the Special Checks program, DPS officers check the exterior of registered properties for signs of safety or security breaches. This free program is available to all residents in the Penn patrol zone, the area from 30th Street to 43rd Street and from Baltimore Avenue to Market Street.

**While it is never the fault of the victim/survivor of a crime, there are specific patterns of criminal activity that we are mindful of during the winter holiday season. Consider these steps you can take to empower and protect yourself as you travel near and far:**

- **Package Theft:** Avoid Package Theft – Have a plan! Arrange to be home for delivery or have your packages delivered to a secure location.

- **Theft of Occupied Vehicle:** Also known as carjacking, these thefts are often crimes of opportunity. Be mindful in situations including when entering and exiting your vehicle, parking (look for well-lit areas), double-parked vehicles, or faked car accidents (“fender-benders”).
- **Phone and Email Fraud:** Fraud attempts may spike during the holiday season. As you filter your email and phone calls, remember that legitimate businesses and government agencies would never solicit/initiate account administration activities or ask you to provide confidential information or money via phone or e-mail. As a reminder, malicious and misleading emails, also called “phishing” emails, are the number one way that cyber-criminals begin their attacks. If unsure, please call us immediately at (215) 573-3333 if you think you may have experienced such an encounter.
- **Awareness**
  - Stay alert and be aware of individuals who may be shadowing you as you travel.
  - Stay off your cell phone when shopping and keep it out of view.
  - Familiarize yourself with your surroundings (location, garages, parking lots, etc.)
  - If you encounter someone aggressively asking for money, do not engage with them; walk away – go into a business or other safe place.
  - If you feel that you are being followed walk towards a well-lit, populated area.
- **Shopping**
  - Limit the amount of cash you carry while shopping.
  - Carry purses close to your body and place wallets in an inside pocket.
  - Take a family member or friend with you as you conduct your holiday shopping.
- **Vehicles**
  - Have your keys ready as you approach your vehicle.
  - Place all packages out of view and secure them in the trunk.
  - Lock the doors as soon as you get into your vehicle.

Have a wonderful winter break, stay safe, and be well!

#### **Division of Recreation and Intercollegiate Athletics (DRIA)**

All intercollegiate facilities are secured with electronic access-controlled doors, requiring all scheduled users to enter with their PennCards. Additional door and gate checks will be performed prior to Winter Break. DRIA will be closed from 2PM on December 24 through 9AM on January 2. Scheduled activity includes some winter sport practices such as Men's & Women's Basketball and Wrestling, primarily in the Palestra and the Tse Sports Center.

**Campus Recreation:** Informal recreation opportunities will be available in accordance with each facility's abbreviated holiday break hours of operation. Please consult the website (<http://recreation.upenn.edu>), and specifically the Facility Calendar page for the most up-to-date hours.

**Membership Services Office:** The membership office will be closing on December 24 at 2PM and will remain closed through January 1. Membership services will reopen January 2 at 9AM. Membership purchases will still be accessible online. Guest passes will be available for purchase during the facilities-adjusted hours at the front entrance of Pottruck.

***Fitness and Wellness:*** Personal training and Pilates services will be available only to members who have purchased a package prior to December 24 and who wish to schedule a session during holiday break. Group exercise, reformer Pilates classes, and specialized group training will not take place between December 10 and January 14. Classes will resume for the spring semester on January 15.

***Hecht/Hamlin Tennis Centers:*** From December 16 through December 25, the Hamlin Tennis Center will close due to court resurfacing. Limited programming will resume December 26 in accordance with the facility's holiday break hours of operation. All junior and adult classes will resume on a normal schedule beginning January 6. Program schedules and abbreviated facility hours can be found by visiting the Racquet Sports website (<http://www.pennracquetsports.com>), and specifically the facilities page and programming sections.

***Squash Center:*** Recreational squash play will be available in accordance with the Squash Center's abbreviated facility hours. Please consult the website (<http://www.pennracquetsports.com>), and specifically the facilities page, to review all facility hours from December 23 through January 6. Normal operating hours will resume on January 6.

***Ott Center:*** The Ott Center will be closed for training membership hours during winter break but will be hosting a rental on Saturday, December 28 from 8AM – 12PM.

#### **Environmental Health & Radiation Safety (EHRS)**

EHRS is available to support all essential work on campus. Calls are taken 24/7 at 215-898-4453 or at 215-898-7187 for emergencies involving radiation.

#### **Facilities and Real Estate Services**

The 24-hour Operations Control Center (OCC) is staffed and operational during Winter Break. The Operations Control Center can be reached at 215-898-7208. Trades and Housekeeping services will be available as scheduled or as unexpected situations arise. Facilities operations will not shut off power or water to any buildings over Winter Break. Scheduled closures or interruptions may be in place for necessary maintenance or renovation projects in coordination with the building administrators. All efforts will be made to reduce energy costs. The buildings on campus will participate in energy curtailment to greater or lesser degrees, especially in facilities that are expected to be unoccupied.

For ongoing updates of our SHOP PENN district stores and restaurants, visit [www.shopsatpenn.com/news](http://www.shopsatpenn.com/news). Please check with individual retailers directly for the most current hours of operation, closures, online purchasing options, or takeout and delivery services.

There are approximately 25 active Penn construction projects underway on and around campus during Winter Break.

#### **Financial Services**

Offices within the Division of Finance will largely be closed during Winter Break.

#### ***Comptroller's Office:***

- ***Financial Reporting & Accounting Operations:*** Our offices will close from December 25 through January 1.

- **Payroll:** Paychecks and Pay Cards will continue to be mailed to recipients during Winter Break. Any questions regarding payroll or enrolling in direct deposit should be submitted to the Employee Solution Center at [solutioncenter@upenn.edu](mailto:solutioncenter@upenn.edu).

**Finance & Treasury:** Finance & Treasury, which includes Cash Management, will provide limited services during Winter Break. We will monitor the University's bank accounts and all transactions will be posted in the appropriate month. Cash and checks dropped in the Cash Management drop box in the Franklin Building will be processed after the Break. If you require urgent support, we will be monitoring the Cash Management support inbox at [dofcashmgmt@pobox.upenn.edu](mailto:dofcashmgmt@pobox.upenn.edu).

**Financial Systems & Training:** Our offices will close from December 25 through January 1. If you have an urgent need, contact Information Technology Services (ITS) via email or the online support options and indicate that your support request is urgent. Support cases will be reviewed once per day during the office closure. Email us at [FinancelTS@upenn.edu](mailto:FinancelTS@upenn.edu) or visit <https://FinancelTS.freshdesk.com>

All financial and student-related systems are expected to be available and operating according to their regular schedule. However, the support team will not be available to assist during business hours.

**Gift and Investment Services:** Gift and Investment Services will mostly close from December 25 through January 1. The Gift Processing team will be working December 26 through December 29. For securities donations, please email [Jeanie@upenn.edu](mailto:Jeanie@upenn.edu) or call 215-898-7254. For cash/credit donations please email [devgifts@lists.upenn.edu](mailto:devgifts@lists.upenn.edu) or call 215-898-2672.

**Global Support Services:** Our offices will close from December 25 through January 1. Please contact us via email with important inquiries ([dofglobalsupport@pobox.upenn.edu](mailto:dofglobalsupport@pobox.upenn.edu)). This e-mail will be monitored periodically. International emergencies can be directed to Penn Police who will reach out via mobile if needed.

**DOF Human Resources (HR):** DOF HR can be reached at 215-761-2116 or by emailing [rle@upenn.edu](mailto:rle@upenn.edu).

**Office of Research Services (ORS):** ORS will close from December 25 through January 1.

**Procurement Services:** Procurement and Travel Services: Closed December 25 and January 1. Limited service is available weekdays December 26 through December 31 from 9:30AM – 1:30PM. The office reopens January 2.

- **Travel Agency:** World Travel, Inc. – Agents available 24 hours per day, every day; book travel online through Concur or call World Travel directly at 888-641-9112.
- **Disbursements:** Our offices will close from December 25 through January 1, but we will be monitoring email. If you have an urgent matter, please contact the following staff:
  - Accounts Payable: [reeneow@upenn.edu](mailto:reeneow@upenn.edu), [smithlis@upenn.edu](mailto:smithlis@upenn.edu)
  - Greenphire: [saboyer@upenn.edu](mailto:saboyer@upenn.edu)
  - Disbursements: [mpopko@upenn.edu](mailto:mpopko@upenn.edu)

**Risk Management & Insurance:** Risk Management & Insurance will close from December 25 through January 1. In the event of an emergency, please contact us via email at [dofriskmgmt@pobox.upenn.edu](mailto:dofriskmgmt@pobox.upenn.edu). Should you require the immediate attention of the Assistant Vice President, please email



[benevans@upenn.edu](mailto:benevans@upenn.edu). Should you be traveling and have an international incident or experience an international crisis, please contact either International SOS (215-942-8478) or Penn Police at (215-573-3333).

**Student Registration and Financial Services (SRFS):** SRFS will close from December 25 through January 1 but will respond to emails as soon as possible. To reach a financial aid counselor or representative, please email [sfsmail@pobox.upenn.edu](mailto:sfsmail@pobox.upenn.edu). The Office of the University Registrar can be reached at [registrar@upenn.edu](mailto:registrar@upenn.edu). Refer to the [SRFS Contact Us](#) page for other SRFS email addresses.

## Human Resources

Human Resources will be closed Wednesday, December 25 through Wednesday, January 1 for Penn's Special Winter Vacation and winter holidays. However, during the break many of our resources will still be available to University faculty and staff. Please note that services may be closed, limited, or operating on modified schedules December 25 through January 1. See the schedule below for details.

Division of Human Resources Winter Hours			
Resource	Contact Information	Services	Holiday Schedule
<b>Penn Employee Solution Center</b>	215-898-7372 <a href="mailto:SolutionCenter@upenn.edu">SolutionCenter@upenn.edu</a> <a href="http://www.solutioncenter.upenn.edu">www.solutioncenter.upenn.edu</a>	A comprehensive call center with answers to your HR and Payroll related questions	Closed: December 25 – January 1
<b>Benefits Solution Center</b>	1-866-799-2329 <a href="http://www.hr.upenn.edu/benefits">www.hr.upenn.edu/benefits</a>	For questions about Penn's health and life insurance benefits, and FSAs	Closed: December 25 and January 1. <i>Live message service will be available to assist with urgent need 8 AM to 10 PM EST.</i>
<b>TIAA Retirement Call Center</b>	1-877-PENN-RET (1-877-736-6738) <a href="http://www.hr.upenn.edu/retirement">www.hr.upenn.edu/retirement</a>	Penn's retirement plans	Closed: December 25 and January 1
<b>Staff and Labor Relations</b>	215-898-6093 <a href="http://www.hr.upenn.edu/workplace-issues">www.hr.upenn.edu/workplace-issues</a>	Emergency employee and labor relations issues	Closed: December 25 – January 1
<b>Employee Assistance Program</b>	1-866-799-2329 <a href="http://www.hr.upenn.edu/eap">www.hr.upenn.edu/eap</a>	Personal and professional life issues	Available 24 hours a day, 7 days a week
<b>Health Advocate</b>	1-866-799-2329 <a href="http://www.healthadvocate.com/upenn">www.healthadvocate.com/upenn</a>	Free and confidential help with navigating healthcare benefits and services	Closed: December 24, December 25, and January 1. <i>Live message service will be available to assist with urgent needs 8 AM to 10 PM EST.</i>



Division of Human Resources Winter Hours			
Resource	Contact Information	Services	Holiday Schedule
<b>Bright Horizons</b>	877-BH-CARES (242-2737) <a href="https://clients.brighthorizons.com/penn">https://clients.brighthorizons.com/penn</a>	Back Up Care for children and adult/elders; Self-source discounts for long-term family care solutions (babysitting, nannies, household support, enrichments, pet care)	Please register and schedule care in advance.  Care consultants are available 24/7 to assist
<b>Met Life</b>	833-622-0135 <a href="mailto:Tampa@metlife.com">Tampa@metlife.com</a>	Long-term Disability support and information for employees and their families	December 24: 8AM – 2:30PM; Closed: December 25 and January 1
<b>Onboard@Penn</b>	215-898-7372 <a href="https://www.onboard.upenn.edu">https://www.onboard.upenn.edu</a>	A walk-in center that provides onboarding services for new hires and current Penn faculty and staff	December 22: Last appointment scheduled at 1 PM, contact: <a href="mailto:solutioncenter@upenn.edu">solutioncenter@upenn.edu</a> Closed: December 25 – January 1
<b>Virgin Pulse/Personify Health Member Services</b>	Call Center: 1-855-920-2290 (M-F, 8AM–9PM EST) Live Chat: Use “Support” button on platform (M-F, 8AM – 9PM, EST)	Penn’s <i>Be in the Know</i> wellness platform partner	Closed: December 25 and January 1.

#### Information Systems and Computing (ISC) Provided Services

The main University number, 215-898-5000, will be answered throughout the break, including December 25 and January 1.

Critical networking and telecommunications problems should be reported by dialing [ISC Client Care](#) at 215-898-1000 and following the emergency prompts. Client Care will close at 6PM on Tuesday, December 24 and reopen at 8AM on Thursday, January 2. ISC staff will be on call for emergencies during that time, accessible through the phone emergency prompts.

The Data Center will operate its normal 24x7 schedule.

#### Office of Animal Welfare

The Office of Animal Welfare will be closed for Winter Break from afternoon on December 24, 2024, through January 2, 2025. We will respond to email and voicemail messages, as well as online meeting

requests, when we return to normal operations on January 3. On behalf of the entire office, we wish you and those close to you a happy and safe holiday season.

#### Office of the Ombuds

The Office of the Ombuds will be closed for Winter Break December 25<sup>th</sup> through January 1<sup>st</sup>. We will respond to all email and voicemail messages, as well as online meeting requests, when we are back in the office on January 2<sup>nd</sup>. We wish you a happy holiday season and all the best in 2024.

#### Penn Admissions

Closed beginning at 2PM on December 24. Reopening at 9AM on January 2.

#### Penn Libraries

The Libraries will be closed Christmas and New Years day. From December 26 – 31, the Van Pelt-Dietrich Library Center will operate with essential personnel only, providing service at the main circulation/information/reserves desk on the first floor and secure access to study locations and stacks throughout the building. Van Pelt-Dietrich will observe the following hours:

- 12/25: Closed
- 12/26 – 12/31: 9AM – 5PM
- 1/1: Closed
- 1/2 – 1/3: 9AM – 5PM
- 1/4 – 1/5: 10AM – 6PM
- 1/6 – 1/10: 9AM – 5PM
- 1/11 – 1/12: 10AM – 6PM
- 1/13 – 1/14: 9AM – 5PM
- 1/15 – Return to normal semester hours

For more information about library hours, please consult <https://www.library.upenn.edu/about/hours>.

Departmental Library Hours		
Area	Holiday Dates	Holiday Hours
<b>Holman Biotech Commons</b>	12/25 – 1/1	Closed
	1/2 – 1/3	8AM – 12AM
	1/4 – 1/5	12PM – 8PM
	1/6 – 1/10	8AM-12AM
<b>Chemistry Library</b>	12/25 – 1/1	Closed
	1/2 – 1/3	9AM – 5PM
	1/4 – 1/5	Closed
<b>Dental Library</b>	12/25 – 1/1	Closed
	1/2 – 1/3	9AM – 5PM
	1/6 – 1/7	Closed
<b>Fisher Fine Arts Library</b>	12/23 – 1/2	Closed
	1/3 – 1/5	9AM – 5PM
	1/6 – 1/7	Closed
<b>Math/Physics/Astronomy Library</b>	12/25 – 1/1	Closed

<b>Museum Library</b>	12/21 – 1/14	Closed - construction
<b>Vet Library</b>	12/25 – 1/5	Closed
	1/6 – 1/10	7:30AM – 11PM
	1/11	11AM – 7PM
	1/12	10AM – 11PM

### **Penn Live Arts Box Office**

Closed December 21 – 25, December 31, and January 1, 2025. Open December 26, 7 – 8:30PM; December 27, 1 – 8:30PM; December 28, 1 – 5:30PM; December 29, 4 – 5:30PM; December 30, 1 – 2:30PM; January 2, 1 – 2:30PM; January 3, 7 – 8:30PM; January 4, 1 – 8:30PM; and January 5, 1 – 2:30PM. The Box Office will resume normal business hours on Tuesday, January 7.

### **University Laboratory Animal Resources (ULAR)**

Season's Greetings from ULAR!

During the 2024-2025 University Winter Break, dedicated ULAR staff members will continue to provide animal husbandry and veterinary care with a reduced staffing plan typical of our weekend and holiday coverage. Holiday staffing will begin in the afternoon of December 24 and will continue through January 1.

During the Winter Break, research staff needing access to rooms and spaces should plan in advance through the [Victory](#) vivarium scheduling system. Members of the ULAR Husbandry Management team will continue to serve as points of contact in the animal facilities.

If there is need for veterinary consultation, please call 215-573-9952 for animal health issues from (M-F from 7:30 AM - 4:30 PM).

If a veterinary consult is needed after routine workweek hours (M-F from 4:30PM to 7:30AM) or on weekends/university holidays, please call 215-898-3152 and ask the emergency desk to contact the on-call ULAR veterinarian.

Please visit the [ULAR website](#) for links to services, contact emails, phone numbers, and other helpful information for the animal research community.

### **Wellness at Penn: Student Health and Counseling**

Wellness at Penn remains available to all students during the Winter Break.

**In Person:** Our offices will have modified in-person hours throughout Winter Break. For up-to-date hours and information, visit <https://wellness.upenn.edu/winter-break-hours>.

**After Hours:** After-hour support remains available 24/7 to all students by calling 215-746-WELL (9355).

Additional information can be found on our website: <https://wellness.upenn.edu/>.