

**FALL 2019**  
**Registrar's Office**  
**Operational Calendar**

June 5	Course Deregistration Deadline
August 12	Process Roster for BUS260S prior to opening online activities.
August 13	Complete Preparation Reporting: Multiple Repeats, Prior Graduates in the same program, Undeclared students too many credits, registered students with incorrect emails, DL out of state enrollments.
August 16	Send IT Work Order to update term in Student/Faculty Portal
August 19	On-Line Courses open for Orientation Activities
August 23	Opening Day for Faculty and Staff Last day to add DL courses without Faculty/Instructor permission
August 24	Following registration, Disable Student Portal Online Registration access Process Rosters for ENG101S & Process Rosters for MAT098S
August 26	15-Week Courses Begin 1 <sup>st</sup> 7-Week Courses Begin Add/Drops Begins
August 27	Reminder Email to Faculty/Instructors to take Attendance prior to no shows
August 30	Add/Drop Ends for 1 <sup>st</sup> 7/15 week classes at 4 PM New student registration for 1 <sup>st</sup> 7/15 week courses ends at 4 PM Manual registration for 2 <sup>nd</sup> 7 week courses available
September 2	Labor Day Holiday – Classes in Session Attendance for 1 <sup>st</sup> 7-Week Courses is due by midnight
September 3	No Shows Processed for 1 <sup>st</sup> 7-Week Courses
September 4	Date of Record 1 <sup>st</sup> 7-Week Courses Attendance Reminder for 15-Week Courses due prior to no shows
September 5	“W” Grades given as of this date for 1 <sup>st</sup> 7 wk. Courses
September 12	Attendance for 15-Week Courses is due by midnight
September 13	No Shows Processed for 15-Week On Campus Courses

September 15	Date of Record for 15 Week Courses
September 16	Begin TAP Certification No Shows Processed for 15-Week Online Courses “W” Grades given as of this date for 15 wk. Courses
September 20	Last Day to Withdraw Without Penalty 1 <sup>st</sup> 7 wk. Courses
October 1	<b>FA-19</b> Graduate list submission to Faculty Council Secretary
October 10	Reminder email to Faculty/Instructors, Grades Due 10/16
October 11	1 <sup>st</sup> 7 wk. Courses End
October 14	College Closed – Harvest Day
October 15	College Open – No Classes in Session
October 16	Mid-Term Grades Due Today Final Grades Due today for 1 <sup>st</sup> 7 wk. Courses
October 18	2 <sup>nd</sup> 7 week courses registration ends at 4 PM or prior to first class session.
October 21	2 <sup>nd</sup> 7 wk. Courses Begin
October 22	Reminder Email to Faculty/Instructors 2 <sup>nd</sup> 7-Week Courses Attendance Entry
October 24	Priority Registration Begins for Spring 2020 For May Grads / Nursing Students/ Honor’s Students
October 28	Registration Begins for Continuing Students who have earned 15 or more credits - !Not including Fall 2019 credits in progress! Attendance is due for 2 <sup>nd</sup> 7-Week Courses
October 29	Registration Begins for All Other Continuing and Returning Students No Shows Processed for 2 <sup>nd</sup> 7-Week Courses
October 30	Date of Record for 2 <sup>nd</sup> 7-Week Courses
October 31	“W” Grade given as of this date of 2 <sup>nd</sup> 7 wk. Courses
November 1	Last Day to Withdraw Without Penalty 15 wk. Courses
November 4	Registration Begins for New and Non-matriculated students
November 15	Last Day to Withdraw Without Penalty for 2 <sup>nd</sup> 7 wk. Courses

November 27	No Classes – Thanksgiving break for students and faculty
November 28	No Classes - College Closed for Thanksgiving Break
November 29	No Classes - College Closed for Thanksgiving Break
December 2	Reminder Email to students about Final Exam Schedule
December 6	Reminder Email to Faculty/Instructors regarding Final Grades
December 7	Course Content Make Up Day
December 9	Final Exams Begin
December 13	Semester Ends
December 18	Final Grades Due 2 <sup>nd</sup> 7 week and 15 week courses