

VIRGINIA WESTERN COMMUNITY COLLEGE
College-Wide SIS and Academic Calendar

Process	2011	2012	2013	Offices Responsible
Faculty return to campus/In-Service		Jan 3-5	Jan 2-4	VP/A&SA Office
Job request for no-show rosters/control sheets Spring		Jan 4		Admissions Coord
Last day to pay tuition for Spring or be dropped for nonpayment (unless tuition is covered by financial aid)		Jan 5		Wilson
Instructor Term Workload Report to academic schools for verification of Spring faculty load (FT & PT)		Jan 5	Jan 3	Acad. VPs Office
NSC End of term Fall submission		Jan 5	Jan 4	Records
Cutoff for adjunct faculty information and changes into system – Spring		Jan 6	Jan 4	Academic Schools/ VP/A&SA Office
Faculty Research Day		Jan 6		VP/A&SA Office
Run drop/purge for Fall dual enrollment. Generate dual rosters		Jan 6	Jan 4	Registrar
Email academic schools re: no-show reporting instructions				Admissions Coord
Begin production of cover and securing photos for breaks within the catalog.				Communications/Josh Meyer
Request to IET to update campus TV's on grad deadlines		Jan 9	Jan 11	Registrar
Distance Learning Orientation, 6-9 pm				Distance Learning Coord.
Postcard mailer to High School students				Communications/Josh Meyer
Run batch tuition calculation Spring (Daily).				Student Financials
Run table validation Spring (Weekly)				Student Financials
Classes begin for Spring .		Jan 9	Jan 7	
Academic schools forward final Spring Part-time Faculty Workload Report, Lecture Summary Sheets and faculty folders to VP/A&SA Office		Jan 10	Jan 8	Academic Schools
1st draft of edited catalog should be returned to Lorry Conklin and placed in Catalog Dev file on the shared L drive.		Jan 12	Jan 10	Academic Schools and Offices
NSC Early registration submission		Jan 13		Records
Fall Dual Enrollment classes end		Jan 13	Jan 11	Salyers
Last Day to Register/Add a Class for Spring		Jan 15	Jan 13	Admissions
Requisition to start bid process for College Catalog should be sent to the Business Office. (Jan 15)		Jan 16	Jan 15	Conklin/ Communications/Josh Meyer

Process	2011	2012	2013	Offices Responsible
Academic schools start peak Summer & Fall class scheduling.		Jan 16-Mar 22		Academic Schools/ Counseling/ Workforce
No show roster/control sheets generated IET Spring		Jan 18		Admissions Coord/IET
Email faculty to remind them to print rosters regularly		Jan 18		Admissions Coord
No-Show Rosters & Control Sheet for Spring term available for pickup by academic schools.		Jan 18		Academic Schools Admissions Coord
Faculty evaluations due to VP of Academic & Student Affairs office(3 rd Friday)		Jan 20		Deans
Graduation application “event” to encourage applications		Jan 24-25	Jan 22-23	Registrar/Advisors
Last day to drop and receive a refund for Spring classes.		Jan 26	Jan 24	Admissions
FERPA dlisted to campus		Jan 27	Jan 25	Registrar
Last day to charge books for Spring .				Financial Aid
Business Office verifies tuition rates and updates tables for Summer & Fall				Student Financials
Enrollment Cancellation Process (Weekly)				Student Financials/ Admissions
Setup Adjustment Calendars – Summer & Fall (1/30)		Jan 30		Student Financials
Generate refund report in report mode only for Spring .				Student Financials
Run adjunct faculty contracts for Spring		Jan 30	Jan 28	K. Holland
NSC Graduate transmission for Fall		Jan 31		Records Office
Spring Faculty contracts to Vice President for signature		Jan 31	Jan 29	VP/A&SA Office
Fall Dual Enrollment grades due		Jan 31	Feb 1	Salyers Registrar
Begin daily run of queries and Term Withdrawal processing.				Wimmer
Final draft of catalog should be available for division review, only critical corrections will be accepted		Feb 1	Feb 1	Conklin
Spring faculty contracts to Division Deans for signature. Division office staff mail/distribute contracts to adjunct faculty members. Contracts may be released to adjunct faculty anytime after Division Deans sign.		Feb 1	Jan 30	VP/A&SA Office
Spring Dual Enrollment pick up rosters		Feb 1	Feb 6	Salyers
Fall Dual Grade Processing		Feb 2	Feb 4	Salyers/Records

Process	2011	2012	2013	Offices Responsible
Deadline for Spring adjunct faculty contracts and documentation to be returned to payroll to ensure payment		Feb 2	Jan 31	Academic Schools
No-show rosters for Spring regular session due division offices		Feb 2		Academic Schools
Spring Dual Registration Begins		Feb 2	Feb 7	Salyers/Admissions
No-show rosters for Spring regular session due Admissions Office for processing. Dynamic Sessions due after class census.		Feb 3		Admissions Office
Spring Dual Enrollment classes begin		Feb 6	Feb 11	Salyers
NSC First of Term Spring Transmission		Feb 6		Records
Spring graduation application deadline Summer graduation application deadline (if attending ceremony)		Feb 10	Feb 8	Registrar
Census date – Financial Aid repackages Spring awards at actual enrollment.				Financial Aid
First check to financial aid students for any balance on account for Spring semester.				Student Financials
Email faculty/staff about graduation regalia rental		Feb 10	Feb 10	Registrar
First disbursement for Spring to Student Financials.				Financial Aid
Dual Faculty Verify On-Line Rosters Spring		Feb 13	Feb 15	Salyers
Dual Add/Drops Submitted for Processing Spring		Feb 14		Salyers
Depending on bid specification, final catalog is sent to printing vendor in hard copy and on CD		Feb 15- Mar 9	Feb 15 – Mar 8	Conklin
Dual Deadline for Submission Add/Drops Spring		Feb 22	Feb 21	Salyers/Admissions
Spring Dual Enrollment census (15%) Add/Drops		Feb 23	Feb 27	Salyers
Spring mid-term credit reporting		Feb 24		Acad. VPs Office/Wimmer
Term Activation – Summer				S. Wimmer
Deadline to submit faculty regalia rental requests to Records Office		Mar 1		Registrar
Trial balance for Spring .				Student Financials
Spring Break (No Classes – College Open).		Mar 4-11	Mar 3-10	VP/A&SA Office
Regalia requisition delivered to Oak Hall for Spring graduation		Mar 5		Registrar
Discontinue Inactive Students				Wimmer

Process	2011	2012	2013	Offices Responsible
Enter Summer Item Types for use with contract classes		Mar 8		Student Financials
Summer -add back check for Show in Self Service		Mar 8	Mar 7	Conklin
Email faculty-reminder to pick up Spring withdrawal rosters		Mar 8		Admissions Coord
Drop purge Spring		Mar 8		Admissions Coord
Spring withdrawal rosters generated and pick up by academic schools		Mar 8		IET/Admissions Coord
Proof of Catalog received		Mar 9	Mar 8	Printer
Scholarship applications for Fall semester to high schools.				Financial Aid
New catalogs are received		Mar 14-16	Mar 14-15	Catalog Vendor
Enter Fall Item Types for use with contract classes		Mar 15		Student Financials
Fall -add back check for Show in Self Service		Mar 15	Mar 14	Conklin
Letter sent to Spring and Summer graduation applicants		Mar 15		Registrar
Run Room Availability Report and check for conflicts for Summer		Mar 15	Mar14	Conklin
Adjunct Faculty Service Award Information Due to Denise Schuh, HR		Mar 15	Mar 15	Holland/Conklin
Deadline for Minor Changes to Schedule Summer		Mar 19		Academic Schools
Summer Schedule of Classes should be complete and ready for cleanup queries to be run		Mar 21	Mar 18	Academic Schools/VP A&SA office
Spring withdrawal rosters due in division offices		Mar 21		Faculty
Run Room Availability Report and check for conflicts for Fall		Mar 22	Mar21	Conklin
Second disbursement for Spring to Student Financials.				Financial Aid
Last day to withdraw without academic penalty (W) for Spring regular session classes.		Mar 22	Mar 21	Admissions
Spring withdrawal rosters due in the Admissions Office		Mar 22		Academic Schools
Deadline for Minor Changes to Schedule Fall		Mar 26		Academic Schools
Incomplete listing sent to division offices		Mar 25		Registrar
Summer Class Schedule available on Web (2 weeks before enrollment)		Mar 30		Registrar/IET
Summer class schedule (local copy) available on campus for distribution to faculty/ staff/students		Mar 30		Registrar/IET/Printing Services

Process	2011	2012	2013	Offices Responsible
Fall Schedule of Classes should be complete and ready for cleanup queries to be run		Mar 28	Mar 27	Academic Schools/VP A&SA office
Financial aid awards processed at full-time enrollment for Summer . Mail Award Letters for Summer .				Financial Aid
Direct mail flyer for Fall registration		Apr 1		Communications/Josh Meyer
Business Office verifies tuition rates and updates tables for Fall		Apr 1		Student Financials
Video Commercials Fall registration		Apr 1		Communications/Josh Meyer
Summer Term Workload cleanup, reports to academic schools		Apr 2	Mar 25	Conklin
Summer bulk registration mailing		Apr 2		Admissions
Summer New Student mailing		Apr 2		Admissions
Fall class schedule (local copy) available on campus for distribution to faculty/ staff/students		Apr 6		Registrar/IET/Printing Services
Fall Class Schedule available on Web (2 weeks before enrollment)		Apr 6		Registrar/IET
NSC Mid-term Spring transmission		Apr 6		Records, Admissions
Table setup changes completed for the aid year. (4/1)				Financial Aid
Begin loading ISIRS for new aid year.				Financial Aid
Set current term to Summer .				Student Financials
Student Evaluation of Instructor labels and sheets				IET
Last check to students for any balance on account for Spring semester.				Student Financials/ Financial Aid
Drop purge and roster generation for Spring classes		Apr 9		Registrar
Financial Aid Spring tuition and books paid to state accounts.				Student Financials
Fall Scholarship booklets disseminated to all campuses.				Financial Aid
Run Drop Purge Process for final grade processing		Apr 9		Records/Registrar
Generate grade rosters for Spring regular session classes		Apr 9		Records/Registrar
Last day to disburse non-Federal financial aid				Financial Aid
Last day to apply for Financial Aid for Summer for priority registration.				Financial Aid
Direct mail postcard for Summer registration				Communications/Josh Meyer

Process	2011	2012	2013	Offices Responsible
Video Commercials Summer registration				Communications/Josh Meyer
Start Open and web registration for Summer		Apr 13	Apr 15	Admissions
Returning Student Advising		April 13		Student Services
Spring Dual Enrollment Withdrawal 60% Deadline		Apr 16	Apr 18	Salyers/Admissions
Begin Updating process of VWCC Faculty Handbook (4/16)		Apr 16	Apr 16	Holland/Conklin
Returning Student Registration Fall		Apr 20	Apr 22	Admissions
Adjunct Contract Procedures for Summer		Apr 20	Apr 19	K. Holland
Returning Student Advising		April 20		Student Services
Deadline to receive Scholarship Applications from high school seniors for scholarships for Fall .				Financial Aid
Enrollment cancellation will be run daily for Summer .				Student Financials/Admissions
Mail 1 st notification of last day to pay Summer .				Student Financials
FT & PT Summer faculty workload reports and special assignments due to VP/A&SA Office		Apr 24	Apr 23	Academic Schools
Graduation cap/gown pickup (Natural Science Center)		Apr 25		Records
Returning Student Advising		April 27		Student Services
Last day of classes for Spring .		Apr 28	Apr 27	Admissions
Grade lapse process run for Fall classes		Apr 29		Registrar
Grade Roster Control Report Sheets				Job Request
Final exams for Spring .		Apr 30-May 5	Apr 29-May 4	Academic Schools
Instructor Term Workload Report to divisions for 1st verification of Summer & Fall faculty load (FT & PT)		May 1	May 1	Acad. VPs Office
Mail final notification of last day to pay Summer				Student Financials
Last day to pay Summer tuition or be dropped for nonpayment (unless tuition covered by financial aid)		May 1		Wilson/Academic Services
Adjunct Faculty Rate Sheets and adjunct files for Summer due to VP/A&SA Office		May 4	May 3	Academic Schools
Distance Learning Orientation, 6-9 pm				Distance Learning Coord.
End of Spring Term credit reports & PAS		May 4		VP/A&SA Office/Wimmer
High school students notified in writing of Fall scholarship awards.				Financial Aid

Process	2011	2012	2013	Offices Responsible
Spring Clinical Settings Report		May 4		Conklin/Health Dean
Faculty In-Service/Research Days		May 7-10	May 6-15	VP/A&SA Office
Last Grade Reporting day for Spring . (9:30 a.m.)		May 7	May 6	Registrar
Grade posting, Academic Standing, Honors, & Third Repeats		May 7		Registrar
Spring grades available on web		May 7		Registrar
Summer drop purge (continue after each enrollment cancellation)				Admissions Coord
Run batch tuition Calculation Summer 1st 5-wk session (Weekly).				Student Financials
NSC Spring End of Term Transmission/Term Withdrawal				Records Office
Spring Graduation.		May 11	May 10	College Staff/Records
Run table validation Summer 1st 5-wk session classes (Weekly).				Student Financials
Begin final review of transcripts for graduation.		May 14		Registrar
First day to charge books for Summer. (5/15)				Financial Aid
High school scholarships for Fall due to Financial Aid from Institutional Advancement. (5/16)				Institutional Advancement/ Financial Aid
Instructor Term Workload Report to academic schools for verification of Summer faculty loads (FT & PT)		May 15	May 15	Acad. VPs Office
Classes begin for Summer 10 week and 1 st 5-week sessions.		May 16	May 16	Admissions
Summer Cutoff for adjunct faculty information and changes to K. Holland		May 16	May 15	Academic Schools
Run cleanup queries		May 17		VP/A&SA Office
Last Day to Register/Add a Class for Summer 1st 5-week classes.		May 20	May 20	Admissions
Last day to charge books for Summer .				Financial Aid
Request to IET to update campus TV's on grad deadlines		May 20		Registrar
Summer NCS early transmission		May 21		Records
Last day to drop and receive a refund for Summer 1st 5-week session.		May 21	May 21	Financial Aid
Last Day to Register/Add a Class for Summer 10-week classes.		May 22	May 22	Admissions
No-Show Rosters generated for 5W1 Summer session available for pickup by academic schools.		May 22		IET Academic Schools Admissions Coord
Final Summer FT & PT Faculty Workload Report for verification		May 22	May 21	Acad. VPs Office

Process	2011	2012	2013	Offices Responsible
Academic schools forward final Summer Part-time Faculty Workload Report, Lecture Summary Sheets and faculty folders to VP/A&SA Office.		May 24	May 23	Academic Schools
Run adjunct faculty contracts for Summer		May 24	May 23	K. Holland
Summer Faculty contracts to Vice President for signature		May 25	May 24	VP/A&SA Office
Run Room Availability Report and check for conflicts for Fall		May 25	May 24	Conklin
Summer faculty contracts to Division Deans for signature. Division office staff mail/distribute contracts to adjunct faculty members. Contracts may be released to adjunct faculty anytime after Division Deans sign.		May 25	May 24	VP/A&SA Office
Memorial Day (College Closed)		May 28	May 27	
Withdrawal rosters Summer 5W1 generated and available for pickup		May 29		IET
Last day to drop and receive a refund for Summer 10-week session.		May 29	May 28	Admissions
FERPA dlisted to campus		May 30		Registrar
No-show rosters for Summer 5W1 session due Admissions Office for processing. Dynamic Sessions due after class census.		May 31		Admissions Office
Enrollment Cancellation Process (Weekly)				Student Financials/ Admissions
Run Drop/Purge to purge student drop records for Spring dual enrollment		June 1		Registrar
Generate grade rosters for Spring dual		June 1		Registrar
Enter new academic and term session calendars for next Summer, Fall, Spring semesters (6/1)		June 1	June 3	Conklin
Return Faculty Handbook Changes (6/1)		June 1	June 3	Academic Schools/ Departments/ Administrators
Begin daily run of queries and Term Withdrawal processing Summer				Wimmer
General information/exam schedule handouts copied – Fall (6/1)		June 1	June 3	Conklin
Spring Dual Enrollment classes end		June 1	May 31	Salyers
Fall dual enrollment application processing begins		June 1		Admissions
Generate refund report in report mode only for Summer .				Student Financials
Withdrawal rosters Summer 5W1 due in division offices		June 4		Academic Schools

Process	2011	2012	2013	Offices Responsible
Deadline for Summer adjunct faculty contracts and documentation to be returned to payroll to ensure payment		June 4	June 3	Academic Schools
Last day to withdraw without academic penalty (W) for Summer 1st 5-week session classes.		June 5	June 6	Admissions
NSC Summer First of Term Transmission/Term Withdrawal		June 5		Records Office Admissions Office
Withdrawal rosters Summer 5W1 due in Admissions		June 5		Admissions
No-show rosters for Regular (10 week) Summer session due Admissions Office for processing. Dynamic Sessions due after class census.		June 7		Admissions Office
Run enrollment cancellation two weeks before Summer 1st 5-wk exams with all flags off in non-update mode. Student Financials, Admissions and Workforce Development will review. Give report to Admissions to override the withdrawal/F manual.				Student Financials
Last Day to Apply for Summer Graduation		June 8	June 7	Records
Fall Term Activation				Wimmer
Discontinue Inactive Students				Wimmer
Run drop purge for Summer , 1 st 5-week		June 8		Registrar
Grade Rosters generated for the Summer , 1 st 5-wk		June 8		Registrar
Spring Dual Enrollment grades due		June 8	June 7	Salyers Registrar
Begin New Discover Student Orientation Registration		June 12		Admissions
Spring Dual Grade Processing		June 13	June 10	Registrar
Academic standing/honors, third repeat process run for Spring dual		June 13		Registrar
Discover Student Orientation Registration		June 14		Admissions
Board signatures obtained for upcoming year diplomas		June 15		Registrar/Balzer
Spring schedule available for update in PeopleSoft by Academic schools for early scheduling (LC-remove Show in Self Service check)		June 15- Sept 4	June 14- Sept 3	Academic Schools VP/A&SA Office
1 st Prior Term Copy (SRROLL) and 2 nd Workload Copy/Update (SRWORKLD) of Class Schedule for Spring (6/15)		June 15	June 14	Conklin
Run batch tuition calculation Summer 2nd 5-wk session (Daily).				Student Financials

Process	2011	2012	2013	Offices Responsible
Run table validation Summer 2nd 5-wk session classes (Weekly).				Student Financials
Post card mailer for Fall schedule.				Communications/Josh Meyer
First disbursement for Summer to Student Financials.				Financial Aid
Withdrawal rosters generated for 10W Summer session available for pickup by academic schools.				IET
First check to financial aid students for any balance on account for Summer .				Student Financials/ Financial Aid
Guarantee date for financial aid				Financial Aid
Discover Student Orientation Registration		June 19		Admissions
Term Workload Cleanup – Fall and reports to academic schools (6/20)		June 20	June 20	Acad. VPs Office
Enrollment cancellation will be run daily for Summer 2nd 5-week session classes.				Student Financials
Last day of Summer 1st 5-week session (includes examinations).		June 20	June 21	Admissions
Census date – Financial Aid repackages Summer awards at actual enrollment.				Financial Aid
Summer Break		June 21	June 24	
Discover Student Orientation Registration		June 21		Admissions
Last day to apply for Financial Aid for Fall Semester for priority registration.		June 22		Financial Aid
Summer 2nd 5-week classes begin.		June 22	June 25	Admissions
Diplomas available for pickup for Spring graduates		June 25		Registrar
Withdrawal rosters 10W Summer due in Admissions.		June 25		Admissions
Start of Open and web registration for Fall classes		June 25		Admissions
Withdrawal rosters 10W Summer due in division offices		June 26		Academic Schools
Last day to register/add a class for Summer 2nd 5-week session classes.		June 26	June 27	Admissions
Last day to receive a refund for Summer 2nd 5-week session classes.		June 27	July 1	Financial Aid
Last Day to Withdraw Without Grade Penalty Summer 10-week		June 27	June 29	Admissions
No-Show Rosters for Summer 5W2 session available for pickup by Academic schools.		June 28		IET Academic Schools Admissions Coord

Process	2011	2012	2013	Offices Responsible
Last day to disburse non-Federal financial aid				Financial Aid
Graduate Data File due in VCCS		June 30		Records/IET
Census date for 2 nd 5-week session for Summer . Reprocess awards for drop/adds for 2 nd 5-week session.				Financial Aid
Fall Registration Mailings		July 1		Admissions
Fall Term workload cleanup begins (7/1)		July 2	July 1	Acad. VPs Office
Fall tuition payment begins		July 2		Financial Admin Srvs
Withdrawal rosters Summer 5W2 generated and available for pickup		July 3		IET
NSC Summer Mid-Term Transmission/Term Withdrawal		July 3		Records Office
Tuition payment period for early registration begins.				Student Financials
Deadline to receive scholarship applications from students for Fall Semester.				Admissions
Grade Roster Control Report Sheets				Job Request
Second disbursement for Summer to Student Financials.				Financial Aid
Independence Day Holiday observed. (College Closed).		July 4	July 4	
Set current term to Fall				Student Financials
No-show rosters for Summer 5W2 session due Admissions Office for processing. Dynamic Sessions due after class census.		July 6		Admissions Office
Letter sent to summer graduate applicants		July 9		Registrar
Daily run of queries and Term Withdrawal processing Summer				Wimmer
Withdrawal rosters Summer 5W2 due in division offices		July 11		Academic Schools
Fall Dual Enrollment-IDs to Students				Salyers Wimmer
Withdrawal rosters Summer 5W2 due in Admissions		July 12		Admissions
Last day to withdraw without academic penalty (W) for Summer 2 nd 5-week session classes.		July 12	July 15	Admissions
Run enrollment cancellation two weeks before Summer 2 nd 5-wk exams with all flags off in non-update mode. Student Financials, Admissions and Workforce Development will review. Give report to Admissions to override the withdrawal/F manual.				Student Financials

Process	2011	2012	2013	Offices Responsible
Trial balance for Summer .				Student Financials
NSC Graduate transmission for Spring		July 13		Records Office
Run drop purge and generate Summer 10W and 5W2 grade rosters		July 17		Registrar
CSAP data file due in VCCS				Financial Aid
Last check to students for any balance on account for Summer semester.				Student Financials/ Financial Aid
Adjunct Faculty Contract Procedures - Fall		July 23	July 22	K. Holland
Students notified in writing of Fall scholarship awards.				Financial Aid
Run table validation Fall (Weekly).				Student Financials
Run batch tuition calculation Fall (Weekly).				Student Financials
Mail 1 st notification of last day to pay Fall .				Student Financials
Last Day of Classes for 10-week and 2nd 5-week sessions		July 27	July 30	
Summer grades due 9:30 a.m.		July 30		Records
Enrollment Cancellation				Student Financials
Grade Posting, repeat processing, academic standing and honors for Summer		July 30		Registrar
Summer grades available on web		July 30		Registrar
Mail final notification of last day to pay Fall .				Student Financials
Setup Adjustment Calendars – Spring (8/1)				Wilson
Business Office verifies tuition rates and updates tables for Spring (8/1)				Student Financials
Financial Aid Summer tuition and books paid to state accounts.				Student Financials
Instructor Term Workload Report to academic schools for 1st verification of Fall faculty load (FT & PT)		Aug 1	Aug 1	Conklin/ Holland
Financial aid awards processed at full-time enrollment for Fall . Mail Award Letters for Fall .				Financial Aid
Run Drop Purge Process to purge student drop records				Wimmer
Adjunct Faculty Rate Sheets and adjunct files for Fall due to VP/A&SA Office		Aug 1		Academic Schools
Last day to pay tuition for Fall or be dropped for nonpayment (unless tuition is covered by financial aid)		Aug 2		Wilson

Process	2011	2012	2013	Offices Responsible
Enrollment Cancellation Fall				Student Financials/ Admissions
Setup Student Financials tables for academic year				Student Financials
NSC Summer End of Term Transmission/Term Withdrawal		Aug 6		Records Office Admissions Office
Direct mail postcard for Fall registration				Communications/Josh Meyer
Empl IDs mailed to Dual students - Fall				Salyers
End of Summer Term Credit Reporting & PAS				IET, VP/A&SA Office
Fall full-time faculty special assignments due in VP's office.		Aug 10		Academic Schools
Enrollment Cancellation				
1 st Day Bookstore charges for Fall				Financial Aid
Faculty return and college-wide in-service .		Aug 16-21		VP/A&SA Office
Enrollment Cancellation				
Fall graduation applications to division offices		Aug 17		Registrar
Instructor Term Workload Report to academic schools for verification of Fall faculty loads (FT & PT)		Aug 17	Aug 16	Acad. VPs Office
Bookstore Financial Aid charging				
Adjunct faculty orientation – provide training for Fall .				Academic Schools
Distance Learning Orientation, 6-9 pm				Distance Learning Coord.
Classes begin for Fall .		Aug 22		Admissions
Enrollment Cancellation				
Summer graduation diplomas available for pickup in Records		Aug 24		Registrar
Update graduation info on web		Aug 27		Registrar
Last day to register/add a class for Fall .		Aug 28		Admissions
No-Show Rosters for Fall term available for pickup by Academic schools.		Sept 4		IET Academic Schools Admissions Coord
Enrollment Cancellations				
Fall FT & PT Faculty Workload Report to Academic schools and Human Resources (9/1)		Aug 31	Sept 3	Conklin /Holland
Generate refund report in report mode only for Fall .				Student Financials Financial Aid
Labor Day holiday (College Closed).		Sept 3		

Process	2011	2012	2013	Offices Responsible
Census date – Financial Aid repackages Fall awards at actual enrollment.				Financial Aid
Last date to charge books for Fall .				Financial Aid
Enrollment Cancellation Process (Weekly)				Student Financials/ Admissions
No Show Class Rosters & Control Reports				IET
Academic schools start peak Spring class scheduling		Sept 4-Oct 17	Sept 3-Oct 16	Academic Schools/ Counseling/ Workforce
Run adjunct faculty contracts for Fall		Sept 4	Sept 3	K. Holland
Fall Faculty contracts to Vice President for signature		Sept 4 pm	Sept 3 pm	VP/A&SA Office
Run Drop Query for Distance Learning Coordinator				Admissions
Fall faculty contracts to Division Deans for signature. Division office staff mail/distribute contracts to adjunct faculty members. Contracts may be released to adjunct faculty anytime after Division Deans sign.		Sept 7	Sept 6	VP/A&SA Office
Fall - Return signed full-time faculty workload reports to the Vice President's Academic & Student Affairs Office.		Sept 7	Sept 6	Academic Schools
NSC Graduate transmission for Summer		Sept 7		Records
Last day to Drop and Receive a Refund for Fall classes.		Sept 10		Admissions
FERPA list dlisted to campus offices		Sept 11		Registrar
Dual enrollment pick up rosters		Sept 12		Salyers
Financial Aid Reporting to SCHEV				Financial Aid
Fall Dual Enrollment registration begins		Sept 13		Salyers/Admissions
NSC Fall First of Term Transmission/Term Withdrawal		Sept 14		Records Office
No-show rosters for Spring regular session due division offices		Sept 16		Academic Schools
Fall Dual Enrollment classes begin		Sept 17		Salyers
No-show rosters for Fall due Admissions Office for processing. Dynamic Sessions due after class census.		Sept 17		Admissions Office
VP/A&SA Office forwards approved Fall Faculty Workload Report to Human Resources (9/16/)		Sept 17	Sept 16	VP/A&SA Office

Process	2011	2012	2013	Offices Responsible
Deadline for Fall adjunct faculty contracts and documentation to be returned to payroll to ensure payment		Sept 17		Payroll
Enrollment Cancellation				
Request IET to update campus TV's re: fall graduation		Sept 20		Registrar
Begin daily run of queries and Term Withdrawal processing Fall				Wimmer
First check to students for any balance on account for Fall .				Student Financials
First disbursement for Fall to Student Financials.				Financial Aid
Send out working draft of catalog to academic schools and offices (Lori Baker/Bonny Simpson, Bryan Schaubach/Mary Perry/Julia Andrews, Jim Poythress/Sandy Shelton/Lynn Painter/Lacey Carey, Elizabeth Wilmer/Sarah Grubb/Sue Clark, Dana Ascioffa).		Sept 24	Sept 23	Lorry Conklin
Dual Faculty Verify On-line Rosters Fall		Sept 24		Salyers
Dual Add/Drops Submitted for Processing Fall		Sept 25		Salyers/Admissions
Enter Spring Item Types for use with contract classes				Student Financials
Spring -add back check for Show in Self Service)		Oct 1	Oct 1	Conklin
General information/Exam Schedule to Printer Services – Spring		Oct 1	Oct 1	Conklin
Adjunct 1 st Pay Period				Payroll
Fall Dual Enrollment Census (15%) Add/Drops		Oct 4		Salyers
Mid-Term Credit Reporting		Oct 10	Oct 10	VP A&SA Office/Records/IET
Last Day to Apply for Fall Graduation		Oct 12		Records
Spring scholarship booklets disseminated to all campuses.				Financial Aid
Last day to apply for Financial Aid for Spring for priority registration.				Financial Aid
Trial balance for Fall .				Student Financials
Spring Term Activation				Wimmer
Discontinue Inactive Students				Wimmer
Withdrawal rosters Fall generated and available for pickup		Oct 13		IET
Deadline for minor changes in Spring schedule of classes		Oct 17		Academic Schools

Process	2011	2012	2013	Offices Responsible
Spring Schedule of Classes should be complete and ready for cleanup queries to be run		Oct 18	Oct 17	Academic Schools/VP A&SA office
Run Room Availability Report and check for conflicts for Spring		Oct 19	Oct 18	Conklin
Term Workload cleanup – Spring and reports to academic schools (10/1)		Oct 19	Oct 18	Conklin
Withdrawal rosters Fall due in division offices				Academic Schools
Withdrawal rosters Fall due in Admissions				Admissions
Spring Class Schedule available on Web		Oct 25		Registrar/IET
Spring Schedule of Classes (local copy) available on campus for distribution to faculty/staff/ students		Oct 25		Registrar/IET/Printing Services
Last day to withdraw without academic penalty (W) for Fall .		Oct 27		Admissions
SCHEV F1A Room Inventory due VCCS		Oct 31	Oct 31	Conklin/IET
Adjunct Faculty Pay date				Payroll
Deadline for submission of new curricula to the Curriculum Committee.				School Division Deans
Last check to students for any balance on account for Fall .				Student Financials/ Financial Aid
Deadline to receive scholarship applications from students for Spring semester.				Financial Aid
Second disbursement for Fall to Student Financials.				Financial Aid
Spring Workload Report sent to academic schools		Nov 2	Nov 1	Conklin
Direct mail flyer for Spring registration				Erik Williams
Set current term to Spring .				Student Financials
Student Evaluation of Instructor labels and sheets				IET
Financial Aid Fall tuition and books paid to state accounts.				Student Financials
Spring Open and web registration begins.		Nov 12		Admissions
Letter sent to Fall graduation applicants		Nov 15		Registrar
Summer Incomplete grade listing sent to the academic schools		Nov 15		Registrar

Process	2011	2012	2013	Offices Responsible
Run enrollment cancellation two weeks before Fall exams with all flags off in non-update mode. Student Financials, Admissions and Workforce Development will review. Give report to Admissions to override the withdrawal/F manual.				Student Financials
Video Commercials Spring registration				Communications/Josh Meyer
Working draft of catalog should be returned to Lorry Conklin and placed in Catalog Dev file on the shared L drive. (Nov 15)		Nov 15		Academic Schools and Offices
Spring Adjunct Contract Procedures		Nov 19	Nov 18	K. Holland
Run drop purge process Fall		Nov 15		Registrar
Generator Fall grade rosters		Nov 15		Registrar
Adjunct 2 nd Pay Period				Payroll
Mail 1 st notification of last day to pay for Spring .				Student Financials
Faculty In-Service Day (No Day or Night Classes)		Nov 20		
Faculty Research Day (No Day or Night Classes)		Nov 21		
Dual Deadline Withdrawal (60%) Fall		Nov 26		Salyers
Thanksgiving Holiday (College Closed).		Nov 22-25		
Adjunct Faculty Pay date				Payroll
Scholarship Committee notifies Financial Aid of scholarship recipients.				Foundation Financial Aid
Last day to disburse non-Federal financial aid				Financial Aid
NSC Mid-term submission Fall Term Withdrawal		Nov 30		Records
SCHEV Room Utilization		Nov 30	Nov 30	Conklin
1 st Prior Term Copy (SRROLL) and 2 nd Workload Copy/Update (SRWORKLD) of Class Schedule for Summer and Fall (12/1)		Nov 30	Dec 2	Conklin
Mail final notification of last day to pay Spring .				Student Financials
Summer& Fall schedule available for update in PeopleSoft by Academic schools for early scheduling (LC-remove Show in Self Service check)		Dec 3- Jan 30	Dec 2- Jan 30	Academic Schools/ VP/A&SA Office
Enrollment Cancellation Process (Daily)				Student Financials/ Admissions/IET

Process	2011	2012	2013	Offices Responsible
Adjunct Faculty Rate Sheets and adjunct files for Spring due to VP/A&SA Office				Academic Schools
Students notified in writing of Spring scholarship awards.				Financial Aid
Fall Final credit reporting & PAS to VCCS				IET, VP/A&SA Office
Direct mail postcard for Spring registration				Communications/Josh Meyer
Run Drop Purge Process to purge student drop records Spring (Academic schools run prior to grade roster generation for dynamic sessions)				Wimmer Academic Schools
End of Fall Term Final Credit Reporting		Dec 10 (approx)	Dec 10 (approx)	IET, VP/A&SA Office
Fall Clinical Settings Report				Conklin/Health Dean
Financial aid awards processed at full-time enrollment for Spring . Mail Award Letters for Spring .				Financial Aid
Instructor Term Workload Report to academic schools for 1st verification of Spring faculty load (FT & PT)		Dec 7	Dec 6	Acad. VPs Office
Last day of classes for Fall .		Dec 11		Admissions
Grade Roster Control Report Sheets				Job Request
Run Enrollment Cancellation daily for Spring .				Student Financials
Final exams for Fall .		Dec 12-18		Academic Schools
Grade Lapse process for previous Summer terms		Dec 12		Registrar
Adjunct 3 rd Pay Period				Payroll
Spring graduation applications to division offices		Dec 15		Registrar
1st draft of catalog with all corrections added sent back to academic schools by Lorry Conklin. Only minor corrections accepted from this point forward. (12/15)		Dec 14	Dec 16	Conklin
Spring Full-time faculty loading reports and special assignments due in Vice President's Academic & Student Affairs Office.		Dec 16	Dec 16	Academic Schools
Process Academic Standing, Honors, & Third Repeats		Dec 20		Registrar
Last Grade Reporting Day due for Fall (9:30 a.m.)		Dec 20		Registrar
Faculty Research Days		Dec 20-21		
Christmas Holiday (College Closed).		Dec 24-Jan 1		

Updated 5/9/12