

**Pellissippi State Technical Community College
Spring 2008 Academic Schedule of Events—11-30-2007**

Dates are subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the College. This unofficial schedule, an expansion of the official Academic Calendar in the 2006-2008 Abridged Catalog, is intended for Pellissippi State employees.

Special notes for Spring 08: Training will occur throughout the semester for Banner. The dates for the production of the Schedule of Classes for Fall 2008 are subject to change.

Deadline to pay for priority registration	R	Jan 3
First expunge, SIS down	F	Jan 4
Final registration at Pellissippi Campus; fulltime faculty report	M	Jan 7
Final registration at Blount/Magnolia	T	Jan 8
Adjunct in-service	T	Jan 8
Deadline to apply and register; Pell. and Div. final registration	W	Jan 9
Deadline to take placement test	W	Jan 9
Deadline to pay fees for final registration	W	Jan 9
Ten-week and first fast track five-week session G begin	W	Jan 9
Transition day 1; second expunge, SIS down	R	Jan 10
Last day for 100% refund, full term	F	Jan 11
Transition day 2	F	Jan 11

Week 1: 1/14 to 1/20

Classes begin, full term	M	Jan 14
First weekend college class	F	Jan 18
Deadline to add class or change to or from audit	S	Jan 19

Week 2: 1/21 to 1/27

Holiday, M. L. King, college closed	M	Jan 21
Academic deans submit telecourse orientations for 08 Fall to dean of Inst. Prog.	T	Jan 22
Academic deans submit ads for 08 Fall schedule of classes to vice-president of Academic and Student Affairs (A/SA)	T	Jan 22
Academic deans submit final additions to 08 Fall class schedules to dean of Instructional Programs	R	Jan 24
Faculty report attendance for full term classes by noon	R	Jan 24
Last day for 75% refund, full term	F	Jan 25
Last day to submit waiver or discount forms	F	Jan 25
Adjunct contracts for full-term, 1 st 5 weeks, and 10 weeks due to dean of Inst. Programs	F	Jan 25
Deadline to drop a class without W grade	U	Jan 27

Week 3: 1/28 to 2/3

Promotion/tenure candidates submit packets to immediate supervisor	M	Jan 28
Third expunge, SIS down	M	Jan 28
Financial aid checks released	T	Jan 29
Admissions/Records prints 08 Fall schedules and forwards to academic deans	R	Jan 31
Deadline to drop with W, first fast track G	F	Feb 1

Week 4: 2/4 to 2/10

Full-time faculty schedules due to vice president of A/SA	M	Feb 4
Student perception of faculty, fast track G	M	Feb 4
Academic deans submit final corrections for 08 Fall classes to dean of Inst. Prog. No day/time changes or section deletions after today.	T	Feb 5

Week 5: 2/11 to 2/17

Supervisor discusses 2007 performance appraisals with promotion/tenure candidates		Feb 11-15
Last day for 25% refund, full term	M	Feb 11
Adjunct contracts for 2 nd fast track due to dean of Inst. Prog.	T	Feb 12
First fast track session G ends	R	Feb 14
Vice-president of A/SA sends course listings for 08 Fall to publications coordinator	F	Feb 15
Second fast track session H begins	F	Feb 15

Week 6: 2/18 to 2/24

Promotion/Tenure Committee (PTC) monitor makes packets available for peer review		Feb 18 to Mar 1
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Week 7: 2/25 to 3/2

Fall "I" grades change to F's	F	Feb 29
Saturday classes meet	S	Mar 1

Week 8: 3/3 to 3/9

Spring break for students		Sunday, Mar 2 through Sunday, Mar 9
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Week 9: 3/10 to 3/16

PTC monitor conducts peer group meetings for vote on promotion/tenure		Mar 10-14
Academic deans submit 08 Summer web orientations to dean of Inst. Prog.	M	Mar 10
Deadline to drop with W, second fast track H	F	Mar 14

Week 10: 3/17 to 3/23

Student perception of faculty, fast track H	M	Mar 17
Holiday, college closed		F, Mar 21 through Sunday, Mar 23

Week 11: 3/24 to 3/30

Supervisors make recommendations on promotion/tenure to the vice-president of A/SA	M	Mar 24
Deadline to drop with W from full term classes	T	Mar 25
Second fast track session H ends	F	Mar 28

Week 12: 3/31 to 4/6

Student perception of faculty for full term		M, Mar 31 through S, Apr 5
Academic awards ceremony	M	Mar 31
Third fast track session K begins	M	Mar 31
Adjunct contracts for 3 rd fast track due to dean of Inst. Prog.	W	Apr 2

Week 13: 4/7 to 4/13

Priority registration for summer 2008		M, Apr 7 through May 19
Priority registration for fall 2008		M, Apr 7 through Aug 12
Vice-president of A/SA submits written recommendations on promotion/tenure to the president	W	Apr 9

Week 14: 4/14 to 4/20

President notifies candidates of decision on promotion/tenure	W	Apr 16
Deadline for Intent to Graduate forms and certificate applications for summer and fall 2008	F	Apr 18

Week 15: 4/21 to 4/27

President recommends promotion/tenure candidates to TBR	M	Apr 21
Deadline to drop with W, third fast track K	M	Apr 21
Student perception of faculty, fast track K	T	Apr 22
Full term classes end	S	Apr 26

Week 16: 4/28 to 5/2

Final exams for full term	M, April 28 through R, May 1
Third fast track K ends	F May 2
Grades due	F May 2
Commencement	F May 2

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