

Pellissippi State Community College
Spring 2017 Academic Schedule of Events

Date of Draft 12/06/2016

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 2016-2017 Academic Calendar found at <http://www.pstcc.edu/catalog>, is intended for Pellissippi State employees.

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| Registration Begins for Spring and Summer | M | Oct 24 |
| Financial Aid Application - Priority Application Deadline | F | Dec 2 |
| Fee Deadline for Registration prior to | W | Jan 4 |
| Expunge 1 - full term, first 5-week, first 10-week sessions, Registration and Fee Payment not available | R | Jan 5 |
| Application Deadline - full term, first 5-week & first 10-week sessions | F | Jan 6 |
| State employee waiver registration begins | F | Jan 6 |
| Faculty Report - All | M | Jan 9 |
| Adjunct In-Service (Subject to change.) | T | Jan 10 |
| Temporary, part time PAPER contracts due to Academic Affairs | T | Jan 10 |
| Entrance Test Deadline | T | Jan 10 |
| Bookstore Textbook Charge Period | T-F | Jan 10-20 |
| Schedule Confirmation and Fee Deadline - full term, first 5-week & first 10-week sessions | W | Jan 11 |
| Adjunct Contracts Confirmed in FLAC - full term, first 5-week, first 10-week, & TN eCampus sessions | R | Jan 12 |
| Expunge 2 - full term, first 5-week, first 10-week sessions, Registration and Fee Payment not available | R | Jan 12 |
| 100% Refund Deadline - full term, first 5-week, & first 10-week session | F | Jan 13 |
| Holiday, Martin Luther King Jr.'s Birthday, College Closed | M | Jan 16 |
| Add Classes / Change to or From Audit - Last Day - first 5-week & first 10-week sessions | T | Jan 17 |
| Classes Begin - full term, first 5-week, first 10-week & TN eCampus sessions | T | Jan 17 |
| Week 1: January 17 to January 21 | | |
| Add Classes / Change to or From Audit - Last Day - full term session | R | Jan 19 |
| Week 2: January 22 to January 28 | | |
| 75% Refund Deadline - first 5-week session | M | Jan 23 |
| Attendance report by faculty by noon - full term, first 5-week & first 10-week sessions | M | Jan 23 |
| Drop a class without "W" Deadline - first 5-week sessions | M | Jan 23 |
| Schedule Confirmation and Fee Deadline 2 - full term, first 5-week & first 10-week sessions | T | Jan 24 |
| Full-time faculty schedules & adjunct faculty web distribution lists due to VP of Academic Affairs | W | Jan 25 |

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| Expunge 3 - full term, first 5-week, first 10-week sessions, Registration and Fee Payment not available | W | Jan 25 |
| Week 3: January 29 to February 4 | | |
| Promotion/Tenure - Candidates submit packets and previous year evaluation due to immediate supervisor | M | Jan 30 |
| 75% Refund Deadline - full term and first 10-week sessions | M | Jan 30 |
| Drop a class without "W" Deadline - full term and first 10-week sessions | M | Jan 30 |
| Waiver / Discount Forms Deadline | M | Jan 30 |
| Expunge 4 - full term, first 5-week, first 10-week sessions, Registration and Fee Payment not available | T | Jan 31 |
| 25% Refund Deadline - first 10-week session | F | Feb 3 |
| Week 4: February 5 to February 11 | | |
| Drop a class with "W" Deadline - first 5-week session | M | Feb 6 |
| Promotion/Tenure - Dean discusses performance appraisals with promotion/tenure candidates | M-R | Feb 6-9 |
| Financial Aid Refunds, Begin Releasing - full, first 5-week & first 10-week sessions | T | Feb 7 |
| Week 5: February 12 to February 18 | | |
| Promotion/Tenure Committee - PTC monitor makes packets available for peer review | M-S | Feb 13 - Mar 11 |
| 25% Refund Deadline - full term session | M | Feb 13 |
| Application Deadline - second 5-week & second 10-week sessions | M | Feb 13 |
| Deans submit final additions for Spring/Summer class schedules to Academic Affairs; last day to claim departmental classrooms | T | Feb 14 |
| Records office begins entering Fall schedules in Banner | W | Feb 15 |
| Adjunct Contracts Confirmed in FLAC - second 5-week & second 10-week sessions | R | Feb 16 |
| Schedule Confirmation and Fee Deadline - second 5-week & second 10-week sessions | R | Feb 16 |
| Promotion / Tenure Reps: Deadline for scheduling your departmental peer meeting. | F | Feb 17 |
| 100% Refund Deadline - second 5-week & second 10-week sessions | F | Feb 17 |
| Classes End - first 5-week session | F | Feb 17 |
| Week 6: February 19 to February 25 | | |
| Add Classes / Change to or From Audit - Last Day - second 5-week & second 10-week sessions | M | Feb 20 |
| Classes Begin - second 5-week & second 10-week sessions | M | Feb 20 |
| Grades Due in Enrollment Services before 4:30 p.m. - first 5-week session | M | Feb 20 |
| Schedule corrections for Fall are available via the Course Term Report in Argos | T | Feb 21 |
| Attendance report by faculty by noon - second 5-week & second 10-week sessions | R | Feb 23 |

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| 75% Refund Deadline - second 5-week session | F | Feb 24 |
| Financial Aid Refunds, Begin Releasing - second 5 & second 10 week sessions | F | Feb 24 |
| Week 7: February 26 to March 4 | | |
| Drop a class without "W" Deadline - second 5-week session | U | Feb 26 |
| Expunge 1 - second 5-week session, Registration and Fee Payment not available | M | Feb 27 |
| Drop a class with "W" Deadline - first 10-week session | W | Mar 1 |
| Deans submit web/hybrid orientations to Records Office | F | Mar 3 |
| Deans submit final corrections for Fall classes to Academic Affairs. No day/time changes or section deletions after today. | F | Mar 3 |
| "I" grades change to "F" for Fall | F | Mar 3 |
| 75% Refund Deadline - second 10-week session | F | Mar 3 |
| Drop a class without "W" Deadline - second 10-week session | F | Mar 3 |
| Graduation Application Deadline - Spring 2017 | F | Mar 3 |
| Week 8: March 5 to March 11 | | |
| Expunge 1 - second 10-week session, Registration and Fee Payment not available | M | Mar 6 |
| 25% Refund Deadline - second 10-week session | R | Mar 9 |
| Credit Classes meet Saturday | S | Mar 11 |
| Week 9: March 12 to March 18 | | |
| Credit Classes meet Sunday | U | Mar 12 |
| Break-Spring - Students | M-U | Mar 13-19 |
| Week 10: March 19 to March 25 | | |
| Drop a class with "W" Deadline - second 5-week session | M | Mar 20 |
| Promotion/Tenure - PTC monitor conducts peer group meetings to vote on promotion/tenure | M-F | Mar 20-24 |
| Drop a class with "W" Deadline - full term session | F | Mar 24 |
| Week 11: March 26 to April 1 | | |
| Application Deadline - third 5-week session | M | Mar 27 |
| Adjunct Contracts Confirmed in FLAC - third 5-week session | R | Mar 30 |
| Schedule Confirmation and Fee Deadline - third 5-week session | R | Mar 30 |
| Promotion/Tenure - Deans make recommendations on promotion/tenure to VP of Academic Affairs | F | Mar 31 |
| 100% Refund Deadline - third 5-week session | F | Mar 31 |
| Classes End - second 5-week and first 10-week sessions | F | Mar 31 |
| Week 12: April 2 to April 8 | | |
| Registration Begins for Fall | M | Apr 3 |
| Add Classes / Change to or From Audit - Last Day - third 5-week session | M | Apr 3 |
| Classes Begin - third 5-week session | M | Apr 3 |
| Grades Due in Enrollment Services before 4:30 p.m. - second 5-week & first 10-week sessions | M | Apr 3 |

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| Attendance report by faculty by noon - third 5-week session | R | Apr 6 |
| 75% Refund Deadline - third 5-week session | F | Apr 7 |
| Financial Aid Refunds, Begin Releasing - third 5-week session | F | Apr 7 |
| Week 13: April 9 to April 15 | | |
| Drop a class without "W" Deadline - third 5-week session | U | Apr 9 |
| Expunge 1 - third 5-week session, Registration and Fee Payment not available | M | Apr 10 |
| Drop a class with "W" Deadline - second 10-week session | T | Apr 11 |
| Promotion/Tenure - VP of Academic Affairs submits recommendations on promotion/tenure to the president | F | Apr 14 |
| Credit Classes Do Not Meet | F-S | Apr 14-16 |
| Week 14: April 16 to April 22 | | |
| Week 15: April 23 to April 29 | | |
| Drop a class with "W" Deadline - third 5-week session | U | Apr 23 |
| Promotion/Tenure - President notifies candidates of decision on promotion/tenure | M | Apr 24 |
| Promotion/Tenure - President recommends promotion/tenure candidates to TBR | M | Apr 24 |
| Academic Awards Ceremony | T | Apr 25 |
| Classes End - full term session | S | Apr 29 |
| Week 16: April 30 to May 6 | | |
| Final Exam Period - Full Term | M-R | May 1-4 |
| Classes End - third 5-week & second 10-week sessions | F | May 5 |
| Commencement Ceremony | F | May 5 |
| Grades Due in Enrollment Services before 4:30 p.m. - full term, third 5-week, & second 10-week sessions | F | May 5 |