

**Pellissippi State Community College**  
**Spring 2018 Academic Schedule of Events**  
Updated 2/19/2018

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 2017-2018 Academic Calendar found at <http://www.pstcc.edu/catalog>, is intended for Pellissippi State employees.

Registration Began	M	Oct 30, 2017
Financial Aid Application - Priority Application Deadline	F	Dec 1
Schedule Confirmation and Fee Deadline 1- Registration that Occurred On or Before 1/3/18 for full term, first 5-, 7-, and 10-week	W	Jan 03, 2018
Expunge 1 for full term, first 5-, 7-, and 10-week	R	Jan 4
Application Deadline for full term, first 5-, 7-, and 10-week	F	Jan 5
State employee waiver registration begins	F	Jan 5
Accuplacer Test Deadline for first 5-, 7-, and 10-week	M	Jan 8
Faculty Report - All	M	Jan 8
Adjunct In-Service (Subject to change.)	T	Jan 9
Bookstore Textbook Charge Period	T - F	Jan 9-19
Accuplacer Test Deadline for full term	T	Jan 9
Adjunct Contracts Confirmed in FLAC - full term, first 5-, 7-, 10-week, & TN eCampus sessions	W	Jan 10
Schedule Confirmation and Fee Deadline 2 for full term, first 5-, 7-, and 10-week	W	Jan 10
Expunge 2 for full term, first 5-, 7-, and 10-week	R	Jan 11
100% Refund Deadline for full term, first 5-, 7-, and 10-week	F	Jan 12
Holiday, Martin Luther King Jr.'s Birthday, College Closed	M	Jan 15
<b>Week 1: January 16 - January 20</b>		
Add Classes / Change to or From Audit - Last Day for first 5-, 7-, and 10-week	T	Jan 16
Classes Begin for full term, first 5-, 7-, and 10-week	T	Jan 16
Add Classes / Change to or From Audit - Last Day for full term	R	Jan 18
75% Refund Deadline for first 5-week	F	Jan 19
<b>Week 2: January 21 - January 27</b>		
75% Refund Deadline for first 7-week	M	Jan 22
Drop a class without "W" Deadline for first 5-week	M	Jan 22
25% Refund Deadline for first 5-week	T	Jan 23
Attendance report by faculty by noon for full term, first 5-, 7-, and 10-week	T	Jan 23
Schedule Confirmation and Fee Deadline 3 for full term, first 5-, 7-, and 10-week	T	Jan 23
Expunge 3 for full term, first 5-, 7-, and 10-week	W	Jan 24
75% Refund Deadline for first 10-week	R	Jan 25
25% Refund Deadline for first 7-week	F	Jan 26

<b>Week 3: January 28 - February 3</b>		
75% Refund Deadline for full term	M	Jan 29
Drop a class without "W" Deadline for full term, first 7- and 10-week	M	Jan 29
Promotion/Tenure - Candidates submit packets and previous year evaluation due to immediate supervisor	M	Jan 29
Schedule Confirmation and Fee Deadline 4 for full term, first 5-, 7-, and 10-week	M	Jan 29
Waiver / Discount Forms Deadline	M	Jan 29
Expunge 4 for full term, first 5-, 7-, and 10-week	T	Jan 30
Full-time faculty schedules & adjunct faculty web distribution lists due to VP of Academic Affairs	T	Jan 30
25% Refund Deadline for first 10-week	F	Feb 2
<b>Week 4: February 4 - February 10</b>		
Drop a class with "W" Deadline for first 5-week	M	Feb 5
Promotion/Tenure - Dean discusses performance appraisals with promotion/tenure candidates	M - F	Feb 5-9
Financial Aid Refunds, Begin Releasing for full term, first 5-, 7-, and 10-week	T	Feb 6
Application Deadline for second 5- and 10-week	F	Feb 9
Promotion/Tenure Committee - PTC monitor makes packets available for peer review	S	Feb 10
<b>Week 5: February 11 - February 17</b>		
25% Refund Deadline full term	M	Feb 12
Deans submit final additions for Fall class schedules to Academic Affairs; last day to claim departmental classrooms	M	Feb 12
Records office begins entering Fall schedules in Banner	T	Feb 13
Adjunct Contracts Confirmed in FLAC - second 5-week & second 10-week sessions	W	Feb 14
Schedule Confirmation and Fee Deadline - 1 Registration that Occurred On or Before 2/15/18 for second 5- and 10-week	R	Feb 15
100% Refund Deadline for second 5- and 10-week	F	Feb 16
Accuplacer Test Deadline for second 5- and 10-week	F	Feb 16
Drop a class with "W" Deadline for first 7-week	F	Feb 16
Promotion/Tenure Reps: Deadline for scheduling your departmental peer meeting.	F	Feb 16
Classes End for first 5-week	S	Feb 17
<b>Week 6: February 18 - February 24</b>		
Add Classes / Change to or From Audit - Last Day for second 5- and 10-week	M	Feb 19
Classes Begin for second 5- and 10-week	M	Feb 19
Grades Due in Enrollment Services before 4:30 p.m. for first 5-week	M	Feb 19
Schedule corrections for Fall are available via the Course Term Report in Argos	M	Feb 19
Attendance report by faculty by noon for second 5- and 10-week	R	Feb 22

75% Refund Deadline for second 5-week	F	Feb 23
Drop a class without "W" Deadline for second 5-week	F	Feb 23
<b>Week 7: February 25 - March 3</b>		
Expunge 1 for second 5-week	M	Feb 26
Financial Aid Refunds, Begin Releasing second 5- and 10-week	T	Feb 27
Drop a class with "W" Deadline for first 10-week	W	Feb 28
"T" grades change to "F" for Fall	F	Mar 2
25% Refund Deadline for second 5-week	W	Feb 28
75% Refund Deadline for second 10-week	W	Feb 28
Deans submit final corrections for Fall classes to Academic Affairs. No day/time changes or section deletions after today.	F	Mar 2
Deans submit web/hybrid orientations to Records Office	F	Mar 2
Drop a class without "W" Deadline for second 10-week	F	Mar 2
Graduation Application Deadline	F	Mar 2
Mid-term Grades - Begin input	F	Mar 2
<b>Week 8: March 4 - March 10</b>		
Classes End for first 7-week	M	Mar 5
Expunge 1 for second 10-week	M	Mar 5
Grades Due in Enrollment Services before 4:30 p.m. for first 7-week	R	Mar 8
25% Refund Deadline for second 10-week	F	Mar 9
Mid-term Grades - End input	F	Mar 9
Credit Classes meet Saturday	S	Mar 10
<b>Week 9: March 11 - March 17</b>		
Credit Classes meet Sunday	U	Mar 11
Spring Break (Subject to change)	M - U	Mar 12-18
Adjunct Contracts Confirmed in FLAC -second 7-week sessions	W	Mar 14
Schedule Confirmation and Fee Deadline - 1 Registration that Occurred On or Before 3/15/18 for second 7-week	R	Mar 15
100% Refund Deadline for second 7-week	F	Mar 16
Application Deadline for second 7-week	F	Mar 16
Accuplacer Test Deadline for second 7-week	S	Mar 17
<b>Week 10: March 18 - March 24</b>		
Drop a class with "W" Deadline for second 5-week	U	Mar 18
Add Classes / Change to or From Audit - Last Day for second 7-week	M	Mar 19
Classes Begin for second 7-week	M	Mar 19
Promotion/Tenure - PTC monitor conducts peer group meetings to vote on promotion/tenure	M - F	Mar 19-23
75% Refund Deadline for second 7-week	F	Mar 23
Attendance report by faculty by noon for second 7-week	R	Mar 22
Drop a class with "W" Deadline Full term	F	Mar 23
<b>Week 11: March 25 - March 31</b>		
Application Deadline for third 5-week	T	Mar 27
Expunge 1 for second 7-week	T	Mar 27
Financial Aid Refunds, Begin Releasing for second 7-week	T	Mar 27

Accuplacer Test Deadline for third 5-week	W	Mar 28
Adjunct Contracts Confirmed in FLAC - third 5-week session	W	Mar 28
Classes End for second 5- and first 10-week	R	Mar 29
Schedule Confirmation and Fee Deadline- Registration that Occurred On or Before 3/29/18 for third 5-week	R	Mar 29
25% Refund Deadline for second 7-week	F	Mar 30
100% Refund Deadline for third 5-week	F	Mar 30
Credit Classes Do Not Meet	F - U	Mar 30 - Apr 1
Drop a class without "W" Deadline for second 7-week	F	Mar 30
Promotion/Tenure - Deans make recommendations on promotion/tenure to VP of Academic Affairs	F	Mar 30
<b>Week 12: April 1 - April 7</b>		
Add Classes / Change to or From Audit - Last Day for third 5-week	M	Apr 2
Classes Begin for third 5-week	M	Apr 2
Grades Due in Enrollment Services before 4:30 p.m. for second 5- and first 10-week	M	Apr 2
Registration Begins for Fall	M	Apr 2
75% Refund Deadline for third 5-week	R	Apr 5
Attendance report by faculty by noon for third 5-week	R	Apr 5
Drop a class without "W" Deadline for third 5-week	F	Apr 6
<b>Week 13: April 8 - April 14</b>		
25% Refund Deadline for third 5-week	M	Apr 9
Expunge 1 for third 5-week	M	Apr 9
Financial Aid Refunds, Begin Releasing for third 5-week	T	Apr 10
Drop a class with "W" Deadline second 10-week	W	Apr 11
Promotion/Tenure - VP of Academic Affairs submits recommendations on promotion/tenure to the president	F	Apr 13
<b>Week 14: April 15 - April 21</b>		
Drop a class with "W" Deadline for second 7-week	R	Apr 19
<b>Week 15: April 22 - April 28</b>		
Drop a class with "W" Deadline for third 5-week	U	Apr 22
Promotion/Tenure - President notifies candidates of decision on promotion/tenure	M	Apr 23
Academic Awards Ceremony	T	Apr 24
Promotion/Tenure - President recommends promotion/tenure candidates to TBR	T	Apr 24
Classes End for full term	S	Apr 28
<b>Week 16: April 29 - May 5</b>		
Final Exam Period - Full Term	M - R	Apr 30 - May 3
Classes End for third 5-week, second 7- and 10-week	F	May 4
Commencement Ceremony	F	May 4
Grades Due in Enrollment Services before 4:30 p.m. for full term, third 5-, second 7-, second 10-week	F	May 4

1/18/2018 updated to reflect changes in 75% & 25% refund dates in accelerated terms.

Version 2-19-2018

2/19/2018 updated to reflect addition Mid-term Grade input begin and end dates.