

Pellissippi State Community College Spring 2019 Academic Schedule of Events

FINAL - 11/13/2018

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 2019-2020 Academic Calendar found at <http://www.pstcc.edu/catalog>, is intended for Pellissippi State employees.

Event	Day	Date
Registration begins for Spring and Summer	Tues.	Oct 23
Financial Aid Application–Priority Application Deadline (Missing the deadline will delay financial aid award and may prevent charging at Bookstore)	Mon.	Dec 3
Application Deadline for full term, first 5-, 7-, and 10-week terms	Fri.	Jan 4
Faculty Report	Mon.	Jan 7
Schedule Confirmation and Fee Deadline 1–Registration that occurred on or before January 7 for full term, first 5-, 7-, and 10-week terms	Mon.	Jan 7
Accuplacer Test Deadline for full term, first 5-, 7-, and 10-week terms	Tues.	Jan 8
Adjunct In-Service	Tues.	Jan 8
Expunge 1 for full term, first 5-, 7-, and 10-week terms	Tues.	Jan 8
Adjunct contracts confirmed in FLAC–first 7-week term	Wed.	Jan 9
State employee waiver registration begins	Wed.	Jan 9
Bookstore Textbook Charge Period	Tues.-Fri.	Jan 9-18
100% Refund Deadline for full term, first 5-, 7-, and 10-week terms for full term, first 5-, 7-, and 10-week terms	Fri.	Jan 11
Week 1: January 14–January 19		
Add Classes/Change to or from Audit–Last Day for first 5-, 7-, and 10-week terms	Mon.	Jan 14
Classes begin for full term, first 5-, 7-, and 10-week terms	Mon.	Jan 14
Add Classes/Change to or From Audit–Last Day for full term	Wed.	Jan 16
75% Refund Deadline for first 5- and 7-week terms	Fri.	Jan 18
Drop a class without “W” Deadline for first 5-week term	Sun.	Jan 20
Week 2: January 20–January 26		
Holiday, Martin Luther King Jr. ’s Birthday, College Closed	Mon.	Jan 21
25% Refund Deadline for first 5-week term	Tues.	Jan 22
Attendance report by faculty by noon for full term, first 5-, 7-, and 10-week terms	Tues.	Jan 22
Schedule Confirmation and Fee Deadline 3 for full term, first 5-, 7-, and 10-week terms	Tues.	Jan 22
75% Refund Deadline for first 10-week term	Wed.	Jan 23
Expunge 3 for full term, first 5-, 7-, and 10-week terms	Wed.	Jan 23
25% Refund Deadline for first 7-week term	Fri.	Jan 25

Event	Day	Date
75% Refund Deadline for full term	Fri.	Jan 25
Drop a class without "W" Deadline for full term	Fri.	Jan 25
Schedule Confirmation and Fee Deadline 4 (not published) for full term, first 5-, 7-, and 10-week terms	Fri.	Jan 25
Waiver/Discount Forms Deadline	Fri.	Jan 25
Week 3: January 27–February 2		
Drop a class without "W" Deadline for first 7- and 10-week terms	Sun.	Jan 27
Expunge 4 for full term, first 5-, 7-, and 10-week terms	Mon.	Jan 28
Promotion/Tenure–Candidates submit packets and previous year evaluation due to immediate supervisor	Mon.	Jan 28
25% Refund Deadline for first 10-week term	Fri.	Feb 1
Week 4: February 3–February 9		
Faculty Release Time Report due to VP Academic Affairs office	Mon.	Feb 4
Financial Aid Refunds, Begin Releasing for full term, first 5-, 7-, and 10-week terms	Mon.	Feb 4
Full-time faculty schedules & adjunct faculty web distribution lists due to VP of Academic Affairs	Mon.	Feb 4
Promotion/Tenure –Dean discusses performance appraisals with promotion/tenure candidates	Mon.- Fri.	Feb 4-15
Deadline to drop a class with "W" for first 5-week term	Tues.	Feb 5
25% Refund Deadline for full term	Fri.	Feb 8
Week 5: February 10–February 16		
Deans submit final additions for Fall class schedules to Academic Affairs; last day to claim departmental classrooms	Mon.	Feb 11
Records Office begins entering Fall schedules in Banner	Tues.	Feb 12
Adjunct Contracts confirmed in FLAC–second 5-week & second 10-week terms	Wed.	Feb 13
Application Deadline for second 5-, 7- and 10 week terms	Thurs.	Feb 14
Schedule Confirmation and Fee Deadline 1–Registration that occurred on or before January 7 for second 5- and 10-week terms	Thurs.	Feb 14
100% Refund Deadline for second 5- and 10 week terms	Fri.	Feb 15
Deadline to drop a class with "W" for first 7-week term	Fri.	Feb 15
Accuplacer Test Deadline for second 5-, 7- and 10-week terms	Sat.	Feb 16
Week 6: February 17–February 23		
Classes end for first 5-week term	Sun.	Feb 17
Add Classes/Change to or from Audit–Last Day for second 5- and 10-week terms	Mon.	Feb 18
Classes begin for second 5- and 10-week terms	Mon.	Feb 18
Schedule corrections for Fall available via the Course Term Report in Argos	Mon.	Feb 18

Event	Day	Date
Promotion/Tenure Committee–PTC monitor makes packets available for peer review	Mon.-Fri.	Feb 18 - Mar 8
Grades Due before 4:30 p.m. for first 5-week term	Tues.	Feb 19
Attendance report by faculty by noon for second 5- and 10-week terms	Wed.	Feb 20
75% Refund Deadline for second 5-week term	Fri.	Feb 22
Promotion/Tenure Reps–Deadline for scheduling your departmental peer meeting	Fri.	Feb 22
Week 7: February 24–March 2		
Deadline to drop a class without “W” for second 5-week term	Sun.	Feb 24
Expunge 1 for second 5-week term	Mon.	Feb 25
Financial Aid Refunds begin releasing for second 5- and 10-week terms	Mon.	Feb 25
75% Refund Deadline for second 10-week term	Wed.	Feb 27
25% Refund Deadline for second 5-week term	Thurs.	Feb 28
Expunge 1 for second 10-week term	Thurs.	Feb 28
“I” grades change to “F” for Fall for full term	Fri.	Mar 1
Deadline to drop a class with “W” for first 10-week term	Fri.	Mar 1
Week 8: March 3–March 9		
Classes end for first 7-week term	Sun.	Mar 3
Deadline to drop a class without “W” for second 10-week term	Sun.	Mar 3
Deans submit final corrections for Fall classes to Academic Affairs. No day/time changes or section deletions after today.	Mon.	Mar 4
Deans submit web/hybrid orientations to Records Office	Mon.	Mar 4
Mid-term Grades–open for input for full term	Mon.	Mar 4
Adjunct contracts confirmed in FLAC–second 7-week term	Tues.	Mar 5
Grades Due before 4:30 p.m. for first 7-week term	Tues.	Mar 5
Schedule Confirmation and Fee Deadline 1–Registration that occurred on or before January 7 for second 7-week term	Wed.	Mar 6
100% Refund Deadline for second 7-week term	Thurs.	Mar 7
25% Refund Deadline for second 10-week term	Fri.	Mar 8
Add Classes/Change to or from Audit–Last Day for second 7-week term	Fri.	Mar 8
Classes Begin for second 7-week term	Fri.	Mar 8
Graduation Application Deadline (Failure to meet this deadline means your name will not appear in the Commencement ceremony program)	Fri.	Mar 8
Week 9: March 10–March 16		

Event	Day	Date
Promotion/Tenure—PTC monitor conducts peer group meetings to vote on promotion/tenure	Mon.- Fri.	Mar 11-15
Attendance report by faculty by noon for second 7-week term	Tues.	Mar 12
Deadline to drop a class with “W” for second 5-week term	Tues.	Mar 12
Mid-term Grades—Last day to input for full term	Wed.	Mar 13
Mid-term grades	Wed.-Fri.	Mar 13-Apr 26
75% Refund Deadline for second 7-week term	Thurs.	Mar 14
Expunge 1 for second 7-week term	Fri.	Mar 15
Financial Aid Refunds begin releasing for second 7-week term	Fri.	Mar 15
Week 9: March 17–March 23		
Spring Break—Students	Mon.-Sun.	Mar 18-24
25% Refund Deadline for second 7-week term	Thurs.	Mar 21
Deadline to drop a class without “W” for second 7-week term	Thurs.	Mar 21
Deadline to drop a class with “W” for full term	Fri.	Mar 22
Week 10: March 24–March 30		
Adjunct contracts confirmed in FLAC—third 5-week terms term	Wed.	Mar 27
Application Deadline for third 5-week term	Thurs.	Mar 28
Schedule Confirmation and Fee Deadline 1—Registration that occurred on or before January 7 for third 5-week term	Thurs.	Mar 28
100% Refund Deadline for third 5-week term	Fri.	Mar 29
Accuplacer Test Deadline for third 5-week term	Fri.	Mar 29
Promotion/Tenure—Deans make recommendations on promotion/tenure to VP of Academic Affairs	Fri.	Mar 29
Week 10: March 31–April 6		
Classes end for second 5- and first 10-week terms	Sun.	Mar 31
Registration begins for Fall	Mon.	Apr 1
Add Classes/Change to or from Audit—Last Day for third 5-week term	Mon.	Apr 1
Classes begin for third 5-week term	Mon.	Apr 1
Grades Due before 4:30 p.m. for second 5- and first 10-week terms	Tues.	Apr 2
75% Refund Deadline for third 5-week term	Thurs.	Apr 4
Attendance report by faculty by noon for third 5-week term	Fri.	Apr 5
Expunge 1 for third 5-week term	Fri.	Apr 5
Week 11: April 7–April 13		
Deadline to drop a class without “W” for third 5-week term	Sun.	Apr 7
25% Refund Deadline for third 5-week term	Mon.	Apr 8
Deadline to drop a class with “W” for second 10-week term	Mon.	Apr 8
Financial Aid Refunds begin releasing for third 5-week term	Mon.	Apr 8

Event	Day	Date
Promotion/Tenure–VP of Academic Affairs submits recommendations on promotion/tenure to the president	Fri.	Apr 12
Week 12: April 14–April 20		
Deadline to drop a class with “W” for second 7-week term	Sun.	Apr 14
Credit Classes Do Not Meet	Fri.-Sun.	Apr 19-21
Week 13: April 21–April 27		
Deadline to drop a class with “W” for third 5-week term	Mon.	Apr 22
Promotion/Tenure–President notifies candidates of decision on promotion/tenure	Mon.	Apr 22
Academic Awards Ceremony	Tues.	Apr 23
Adjunct contracts confirmed in FLAC–full term, first 5-week, first 10-week, & TN eCampus terms	Tues.	Apr 23
Promotion/Tenure–President recommends promotion/tenure candidates to TBR	Tues.	Apr 23
Classes end for full term	Sat.	Apr 27
Week 14: April 28–May 3		
Final Exam Period–Full Term	Mon.- Thurs.	Apr 29 - May 2
Classes end for third 5-, second 7- and 10 week terms	Fri.	May 3
Commencement Ceremony	Fri.	May 3
Grades Due before 4:30 p.m. for full term, third 5-, second 7- and 10 week terms	Fri.	May 3
		<i>Version 11/13/2018</i>