

## ACADEMIC AFFAIRS TIMELINE

Month	Event
January	<p>TENTATIVE - Professional Development Sessions</p> <p>Spring Semester Starts</p> <p>Spring &amp; Spring I Classes Begin</p> <p>Ten-day Rosters to Student Records (electronically)</p> <p>Spring Semester Faculty Loading Finalized in Datatel</p> <p>Faculty Door Cards for Spring Semester</p> <p>Faculty Classroom Observations (occur throughout month)</p> <p>First Catalog Draft Deadline</p>
February	<p>Spring III Semester Starts</p> <p>Spring III Classes Begin</p> <p>Summer/Fall Calendar</p> <p>Summer/Fall Final Exam Schedules</p> <p>Strategic Planning &amp; Budget Planning for Academic Area</p> <p>Summer/Fall Course Schedule Finalized in Datatel</p> <p>Curriculum Deadline for Catalog Changes/Updates (upcoming catalog)</p>
March	<p>Spring I Classes End</p> <p>Spring I Final Exams Start</p> <p>Spring I Semester Ends</p> <p>Spring I Semester Grades Due by 4:30/Faculty Work Day</p> <p>Spring II Semester Starts</p> <p>Spring II Classes Begin</p> <p>Spring Semester Break (Faculty Non-work Days)</p> <p>Registration for Summer/Fall Begins</p> <p>Student Award Nominations</p> <p>Printed Summer/Fall Course Schedule Proof</p> <p>Summer Final Exam Schedule</p> <p>Fall Final Exam Schedule</p> <p>Supplemental Summer Term Letters of Intent (memo style) to Personnel</p> <p>Spring Overload Requests to VPAA</p> <p>Deadline for Spring Graduation Applications</p> <p>Mid-March Budget/Furniture Purchases End</p> <p>Faculty Graduation Gown Orders</p>

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April	<p>Registration Starts for Summer/Fall Semester  Faculty Release Time for Summer Semester  Spring &amp; Spring II Classes End (April or May)  FPMS forms for Faculty &amp; Deans to VPAA Office  Perkins Funding Request Deadline</p>
May	<p>Spring, Spring II &amp; Spring III Classes End  Spring, Spring II &amp; Spring III Final Exams Start  Spring, Spring II &amp; Spring III Semester Ends  Spring, Spring II &amp; Spring III Semester Grades Due by 4:30/Faculty Work Day  Nursing/Health Sciences Pinning Ceremonies for Spring  Student Awards Ceremony  Graduation  Summer &amp; Summer I (10-week) Registration Ends  Summer &amp; Summer I (10-week) Semesters Starts  Summer &amp; Summer I (10-week) Classes Begin  Ten-Day Rosters  Faculty Door Cards for Summer Semester  Summer Semester Faculty Loading Finalized in Datatel  Tentative Work Availability Forms for Summer Semester  FPMS Forms to Personnel (both Faculty and Deans)  Institutional Committees Recommendations  Proposed Budget Review  New Adjunct Approvals for Summer</p>
June	<p>Budget Year Ends  Summer II (7-week) Registration Ends  Summer II (7-week) Semesters Starts  Summer II (7-week) Classes Begin</p>
July	<p>Summer Classes End  New Budget Year Begins  Faculty Release Time for Fall Semester  Summer Overload Requests to VPAA  Adjunct-of-the-Year Nominations to Gina  Deadline for Summer Graduation Applications  Advisory Committee Member Lists Updates  Nursing/Health Sciences Pinning Ceremonies for Summer</p>

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August	<p>Summer Final Exams Start</p> <p>Summer Semester Ends</p> <p>Summer Semester Grades Due by 4:30/Faculty Work Day</p> <p>Convocation/Professional Development Sessions</p> <p>Fall Semester Starts</p> <p>Fall &amp; Fall I Classes Begin</p> <p>Ten-Day Rosters</p> <p>Fall Faculty Loading Finalized in Datatel</p> <p>Fall Faculty Door Cards</p> <p>New Adjunct Approvals for Fall</p> <p>Advisory Committee Membership Invitation Letter Emails</p> <p>Adjunct Orientations &amp; Adjunct-of-the-Year Certificate Recognitions</p> <p>Division Meetings</p> <p>Faculty Planning Documents for Academic Year Due</p>
September	<p>Spring Academic Calendar Reviewed</p> <p>Spring Final Exam Schedule Reviewed</p> <p>Spring Courses Finalized/Downloaded in Datatel</p> <p>Fall Advisory Committee Meeting Notification Date Emails (Division Admins.)</p> <p>Fall III Semester Starts</p> <p>Fall III Classes Begin</p>
October	<p>Fall I Classes End</p> <p>Fall I Final Exams Start</p> <p>Fall I Semester Ends</p> <p>Fall I Semester Grades Due by 4:30/Faculty Work Day</p> <p>Fall II Semester Starts</p> <p>Fall II Classes Begin</p> <p>Deadline for Fall Graduation Applications</p> <p>Fall Overload Requests to VPAA</p> <p>EPMS/Planning Documents for Staff</p> <p>Registration for Spring, Spring I, Spring II &amp; Spring III Begins</p>
November	<p>Spring Registration Starts for Spring Semester</p>
December	<p>SACS Commission on Colleges Annual Meeting</p> <p>Fall, Fall II &amp; Fall III Classes End</p> <p>Fall Final Exams Start</p>

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	<p>Fall Semester Ends          Fall Semester Grades Due by 4:30/Faculty Work Day          Finalize ECCO courses for Next Fall          Faculty Release Time Requests for Spring Semester          Spring Advisory Committees Meetings (start to schedule these)          TCL Holiday Party          Nursing Ceremony for Fall Semester          Winter Semester Break-College Closed</p>
<p>Additional Meetings</p>	<p>ALC Meetings (twice monthly)          Curriculum Meetings (once-a-month)</p>