## **Houston Community College Northeast P-16**

## **Spring 2023 Timeline Process**

For DL1, DL2 Sessions

November 4	All Spring Paperwork Due     All Spring College Application Workshops Completed
November 16	Deadline for P-16 Office to submit all paperowrk to Enrollment Office
November 21 - 25	• Thanksgiving Holiday
December 12	Begin to Submit Spring Rosters
January 6	All Rosters (RT, F8A, DL1, DL2) Submitted to P-16 Office Allow Enrollment Office a minimum of two days to process
January 9 - 10	P-16 Department reviews rosters to ensure all students and paperwork are in SmartSheets
January 11 - 13	Enrollment Office enrolls all Students based off of rosters received     High School Campuses will not submit any additional ADD/DROPS/SWAPS until first round of Enrollment is complete
January 17 - 18	ROUND 1: HS Campus reviews rosters HS Campus complete ADD/DROP/SWAP File
January 19	HS Campus submits ADD/DROP/SWAP Correction File to P-16 - Office     P-16 Office submits ADD/DROP/SWAP Correction File to Enrollment Office
January 19 - 20	Enrollment Office enrolls students based of updated ADD/DROP/SWAP File     High School Campues will not submit any additional ADD/DROPS/SWAPS until second round of Enrollment is complete
January 23 - 24	ROUND 2: HC Campus Review Rosters HS Campus Complete ADD/DROP/SWAP File
January 25 - 27	HS Campus submits ADD/DROP/SWAP Correction File to P-16 - Office     P-16 Office submits ADD/DROP/SWAP Correction File to Enrollment Office
January 31 - February 2	Enrollment Office enrolls students based of final updated ADD/DROP/SWAP File     High School Campues will not submit any additional ADD/DROPS/SWAPS until second round of Enrollment is complete
February 6	All DL 1 and DL2 Rosters are complete and ready for certfication