HCC Northeast

P-16 Resource Toolkit

Table of Contents

Paperwork Submission

HCC Northeast- Dual Credit
Paperwork Submission Deadlines

Fall 2022	Spring 2023	Summer 2023
August 12, 2022	January 6, 2023	May 19, 2023

On Boarding Packet Items:

Official Transcript

Dual Credit Waiver

Student Commitment Form

Meningitis Shot Record (Meningococcal MCV4P) within 5 years or Exemption

Bacterial Meningitis Vaccination Verification Form

Any Test Scores: TSIA2, STAAR, PSAT/NMSQT, SAT, ACT, etc.

- If a student is taking dual credit course on their **HIGH SCHOOL Campus,** a meningitis verification form is **NOT required**
- If a student is taking a dual credit course **ONLINE or on an HCC CAMPUS**, a meningitis verification form **IS required**
- A **meningitis exemption** is valid for only **2 years**
- A **meningitis record** is valid for **5 years**

Best Practice: *Always include up to date Meningitis shot record or exemption with new student onboarding packet.*

- High School Official Transcripts will need to have the following. Example is below:

- Shot records should only be re-submitted if it is expired or requested by our enrollment office. All shot records are good for 5 yrs. to the date on the shot record. Exemptions are only good for 2 years on the date it was submitted.

Houston Community College – Northeast
Required Documents for New and Returning Dual Credit Students

Document	New High School Students	Returning High School Students	New Private High School Students	Returning Private High School Students	New Homeschool Students	Returning Homeschool Students
Complete Online GoApplyTexas Application	✓	Application only needs to be completed one time	✓	Application only needs to be completed one time	✓	Application only needs to be completed one time
Dual Credit Waiver	✓	Every Student will need to submit a new waiver every Fall semester	✓	Every Student will need to submit a new waiver every Fall semester	✓	Every Student will need to submit a new waiver every Fall semester
Student Commitment Form	✓	Document only needs to be submitted once when the student enrolls in Dual Credit	✓	Document only needs to be submitted once when the student enrolls in Dual Credit	✓	Document only needs to be submitted once when the student enrolls in Dual Credit
Official High School Transcript	✓	Students only need to submit this once. Only re-submit if the student has an updated transcript	✓	Students only need to submit this once. Only re-submit if the student has an updated transcript	✓	Students only need to submit this once. Only re-submit if the student has an updated transcript
Bacterial Meningitis Verification Form with Shot Record or Shot Exemption (Needed for all students)	✓	Students only need to submit this once. Only re-submit if the student has an expired shot record	✓	Students only need to submit this once. Only re-submit if the student has an expired shot record	✓	Students only need to submit this once. Only re-submit if the student has an expired shot record

Testing Checklist

HCC Northeast College
Dual Credit Testing Checklist

- ✓ Complete the Dual Credit Enrollment Packet (official transcript, waiver, student commitment form, and meningitis shot record) before requesting to test.

- ✓ Apply for Admissions to receive HCC ID number. This process takes about 5-7 days. (Contact the P-16 Office if you have not received your ID number within that time) www.goapplytexas.org

- ✓ Meet with your high school counselor for testing authorization.

- ✓ Contact the NE Dual Credit office to complete an Electronic Testing Assessment Authorization Form.

- ✓ Check your email to receive testing confirmation from the HCC Testing Center.

- ✓ Complete Pre-Assessment Activity before testing. https://practice.accuplacer.org/login

- ✓ If testing is taking place on your campus, allow 2 -3 weeks to complete and submit your final TSIA2 scores as part of your student dual credit paperwork packet.

    First time testers are free. Re-testers must pay a fee.
    - ACCUPLACER ESL Initial Test- $29
    - ACCUPLACER ESL Retest- $10
    - Advanced Algebra Functions- $10
    - TSIA2 All Sections- $29
    - TSIA2 ELAR (Writing and Reading) - $20
    - TSIA2 ELAR (Writing and Reading Multiple Choice-No Essay) - $20
    - TSIA2 ELAR Multiple Choice ($20) and Math ($10) - $30
    - TSIA2 Essay Retest and Math - $20
    - TSIA2 Essay Retest Only - $10
    - TSIA2 Math - $10

TEST CENTER ADMITTANCE

Valid **non-expired**, government-issued photo ID bearing a signature is required to be admitted for testing. Acceptable forms of photo ID include, but are not limited to driver's license, state identification card, passport, military ID, state concealed handgun license, Matricula Consular and Tribal Identification. **A photocopy or picture of ID is not acceptable.**

REMOTE TSIA2 OPTIONS

(tablets and Chromebooks are not supported for these options)

WebEx: Remote proctoring with Webex is available for Texas Success Initiative Assessment 2.0 (TSIA2). **Testing is on a limited basis and by appointment only.**

Examity: a secure, 24-hour online test proctoring service that allows you to take your Texas Success Initiative Assessment 2.0 (TSIA2) when it is most convenient for you. Additional Proctor Fee: $25.

If you do not complete the steps above and just show up to a testing center, you will be turned away.

Student Checklist

Student Checklist Items Overview

HCC POLICY CHECKLIST			
ITEM	**ACTIVTY**	**FAILURE TO COMPLETE**	**WHO MUST COMPLETE**
Campus Carry Training	• Complete within the first semester of enrollment • Complete Campus Carry Quiz • Correctly answer at least 4 of the questions	Will result in a registration hold for subsequent semester	Student
FINANCIAL RESPONSIBILITY	• Required before Enrollment • Must acknowledge student financial responsibility and HCC Policies and Procedures		
TITLE IX	• Must completed within the first semester of enrollment • Students must complete Title IX training and Quiz • Students must correctly answer at least 4 of the questions		

ON-BOARDING CHECKLIST			
ITEM	**ACTIVTY**	**FAILURE TO COMPLETE**	**WHO MUST COMPLETE**
Update Contact Information	• Complete within the first semester of enrollment • Complete Campus Carry Quiz • Correctly answer at least 4 of the questions	Student may not register for classes	Student
Determine Placement Testing	• Update your contact information • Once the information is updated, acknowledge • Must update emergency contact information		Student
TSI Assessment	• Required before enrollment • Unless you're in a Level I Certificate		DC Liaison
Transcript Submission	• Official high school transcripts are required		DC Liaison
Meningitis	• Required before enrollment		DC Liaison
Career Interest Assessment	• Will get removed once a student attends a campus orientation		Student
Attend Campus Orientation	• Dual Credit Students must review and attend the online orientation		Student

https://www.kaltura.com/index.php/extwidget/preview/partner_id/124722/uiconf_id/24998082/entry_id/1_ig60t1tk/embed/dynamic?&pslnkid=ADMN_S20191021161355l237220374

Roster

HCC | HOUSTON COMMUNITY COLLEGE

Fall 2022 Roster Deadlines

Session Name	Session Code	Class Start Date	Class Rosters Due to P-16 Office	O/E	Last Day to Withdraw
Regular Term	RT	8/22/2022	8/12/2022	9/6/2022	10/28/2022
First 8 Weeks	F8A	8/22/2022	8/12/2022	8/29/2022	9/28/2022
Dual Credit (15 Weeks)	DL1	8/29/2022	8/12/2022	9/9/2022	10/31/2022
Dual Credit (14 Weeks)	DL2	9/6/2022	8/26/2022	9/16/2022	11/2/2022
Second Start	SS	9/19/2022	9/9/2022	9/28/2022	11/7/2022
Second 8 Weeks	F8B	10/17/2022	10/7/2022	10/24/2022	11/18/2022

Spring 2023 Roster Deadlines

Session Name	Session Code	Class Start Date	Class Rosters Due to P-16 Office	O/E	Last Day to Withdraw
Regular Term	RT	1/17/2023	1/6/2022	1/30/2023	4/3/2023
First 8 Weeks	F8A	1/17/2023	1/6/2023	1/23/2023	2/21/2023
Dual Credit (15 Weeks)	DL1	1/23/2023	1/6/2023	2/6/2023	4/3/2023
Dual Credit (14 Weeks)	DL2	1/30/2023	1/6/2023	2/9/2023	4/5/2023
Second Start	SS	2/13/2023	1/30/2023	2/22/2023	4/13/2023
Second 8 Weeks	F8B	3/20/2023	2/13/2023	3/27/2023	4/24/2023

Summer 2023 Roster Deadlines

Session Name	Session Code	Class Start Date	Class Rosters Due to P-16 Office	O/E	Last Day to Withdraw
Summer I – First 5 Weeks	S1	6/5/2023	5/19/2023	6/8/2023	6/26/2023
Summer II – Second 5 Weeks	S2	7/10/2023	5/19/2023	7/13/2023	7/31/2023

- Please verify that each student appears on your Attendance Rosters by the end of the Class Start Day for each Session
- Submit any student discrepancies utilizing the DC Course Schedule Change Form
- If the Class Rosters are not received by the due date, the session requested may be evaluated and a new session may be required
- If it is determined that a new session is required, the campus will need to submit a new course sequence request indicating the course meeting patterns

The HCC Northeast P-16 Team would prefer to receive a roster that is 75% accurate than not receiving a roster at all.

HCC Northeast College
Roster Checklist

Each roster should be filled with the information below. The class information will be pre-populated for you. Do not change this information. If you believe the information is incorrect, let us know immediately. Rosters will be emailed to you in one file. Please leave them as one.

Complete rosters with:

- Δ Class Information (**Completed for you**)
    - Name of High school
    - Class Number (CRN)
    - Professor
    - Course name and Catalog No
    - Term and Year
    - Days and Times
- Δ Student Information (below blue line)
    - Student's last name and first name
    - HCC ID number

- Δ All rosters should be in one file
    - Rename tabs with:
        - Course Name
        - Class Number (CRN)

HOUSTON COMMUNITY COLLEGE
Course Roster

School District: HISD		Date: 11/30/2021	
Name of High School: Sam Houston MTSC HS		Professor: Utecht	
Course Name & Catalog No.: MATH 1316	Class Number (CRN): 2416		Term/Year: 6222 / 2022
Days and Times: M-F 8:30AM -9:15AM			

Student	Student's Last Name, First Name	HCC ID no./W#	Enrollment Error
1			
2			
3			
4			
5			
6			
7			
8			
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20			

- ❖ **Students cannot be added to the roster after the first day of class.**
- ❖ **Fall 2022 Rosters are due August 12, 2022 by the close of business**
- ❖ **Make sure all information is correct for each roster. Check and Double Check!**

HCC Northeast College
How To Upload Rosters to Smartsheet

- Go to Dual Credit Resource Center:
  https://app.smartsheet.com/dashboards/xCVh7wcWw98j646C3P8mQ8V3WCjx7hMJqJJcCPx1

- Click Course Roster Submission Form

- Fill out form completely.
- Add all Class Number(s) (CRN) and Subject and Catalog numbers.

- Drag and Drop Roster File here.

- Send a copy of the request to yourself for your records. (optional)

- Submit your Rosters.

Course Schedule Changes

HCC Northeast College
Course Schedule Change Form
(Complete after Rosters have been submitted)

HCC DUAL CREDIT PROGRAM

Program Adjustment Form

Request *
Select or enter value ▾

Reason for Change *
Select or enter value ▾

Term *

HCC ID *

Last Name *

First Name *

High School *

CRN *

Course Number *

File Upload
Drag and drop files here or browse files

☐ Send me a copy of my responses

Submit

Powered by smartsheet
Privacy Notice | Report Abuse

Complete this form in Smartsheets if a student would like to drop a course or if the student withdraws from the high school.

Link: https://app.smartsheet.com/b/form/ffb83b5eb3244c4bb02e895764881e21

❖ If you do not hear from the NE P-16 Team within 48 hours acknowledging your submission, please follow-up with the NE P-16 Team.
❖ Submit forms 48 hours prior to the official college deadline to allow time for processing.
❖ Do not wait until the last day to drop or withdraw a student.
❖ Allow the enrollment office 48 hours to process all requests

Application Workshop Guidelines

Application Workshop Guideline Checklist

Below are items that we will need from your high school campus before attending a scheduled application workshop:

1.   Please have copies of the following items ready to go:
- Dual Credit Waiver
- Student Commitment Form
- Bacterial Meningitis Verification Form
- NOTE: Forms can be ready for the students to complete and turn into you.

2.   SOCIAL SECURITY NUMBER:
- Have the student's social security numbers on hand for the students. It will be easier to write the social security number for each student and then destroy it after the application is complete.
- S #'s do not count as a social security number for the ApplyTexas application.
- If the student feels they do have a social security number, please have them discuss with their parents to retrieve it.
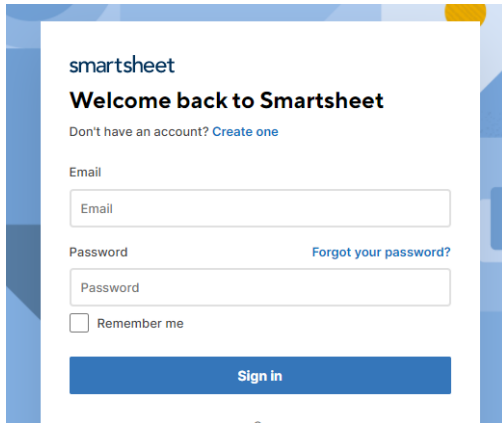
3.   COVID19
- We can only accommodate 15 students at a time
- We will rotate the students for safety reasons
- If this cannot be done, we will need to schedule a virtual application workshop.

4.   Arrival Time and room # will need to be confirmed prior to school visit.

Smartsheet

HOUSTON COMMUNITY COLLEGE

Smartsheet Instructions on how to submit your Course Requests

1. To log into Smartsheet go to the Smartsheet website and enter your credentials:
   https://app.smartsheet.com/b/home?lang=en_US

2. Once you have entered your correct credentials, it should take you to the home screen.
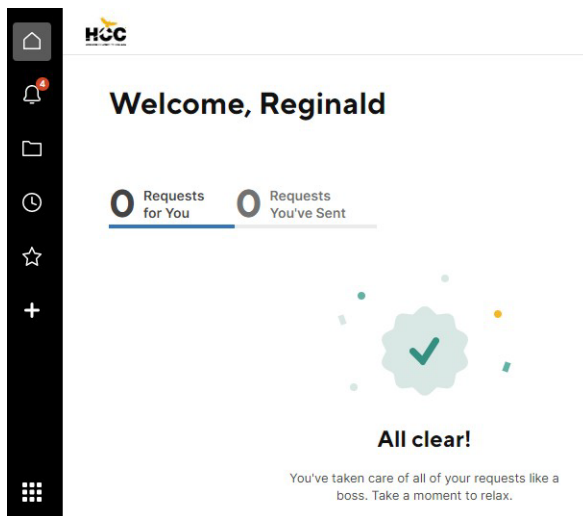
3. Click on the Folder Icon (browse) to find you appropriate workspace that has been shared with you. Once you click on your link, click on the file titled: *Updated New Course Request Form*

Browse		Furr High School			
WorkApps		☐ Actions ▾ 🗑			
▸ 🗀 Sheets		☐ Name ▲	Sharing	Owner	Last Update
▾ 🗀 Workspaces		☐ ⭐ 🗋 Course Request Form - Furr High School	Workspace + 👤	Reginald Peters (reginald.peters@hccs.edu)	01/28/22
▸ Admissions/Cashiers		☐ ☆ 🗋 Status Report	Workspace	Reginald Peters (reginald.peters@hccs.edu)	01/13/22
▸ Barbara Jordan High School		☐ ☆ 🗋 Testing Report	Workspace	Reginald Peters (reginald.peters@hccs.edu)	01/13/22
▸ Blanson High School		☐ ☆ 🗋 Tracking Sheet	Workspace	Reginald Peters (reginald.peters@hccs.edu)	02/24/22
▸ Booker T. Washington High School		☐ ☆ 🗋 Updated New Course Request Form Furr	Workspace	Reginald Peters (reginald.peters@hccs.edu)	02/11/22
▸ Carver High School					
▸ College Services Requests					
▸ Course Roster Form Submissions					
▸ Document Submission					
▸ Furr High School					

*Please do not use any other forms for your Course Requests

4. Once you click open the link, it will allow you to enter in all of your course information into each field. Please complete ONLY the following fields:
   - **Subject:** EDUC
   - **Catalog:** 1300
   - **Course Name:** Learning Framework
   - **Room Type:** LEC, LAB, LEC/LAB (choose 1)
   - **Session: DL1, DL2, RT, SS, 8W1, 8W2** (choose 1)
   - **Campus:** NE
   - **Location:** DUAL78
   - **Mode:** HY (Hybrid), P (In Person), WS (Online on a schedule), WW (Online anytime) – {choose 1}
   - **Days:** Put an X in each column of the week the class will be held
   - **Start Time:** Enter the time the class will start
   - **End Time:** Enter the time the class will end
   - **Instructor Name:** Enter the name of the instructor that will be teaching the class. If you need someone from HCC to teach the class, enter HCC Support.
   - **Assign Type:** If the faculty is an embedded instructor choose embedded. If it is an HCC Faculty and you are requesting HCC Support, choose HCC Faculty.
   - **Class Notes:** This section is for any comments by the requestor.
   - **Comments:** This section is for any comments made by Dr. Scott Godley

File   Automation   Forms   📄 Updated New Course Request Form Kashmere ☆

🖨 ⤺ ⤻ | ⊞ Grid View ▾ ▽ Filter | ⊑ ⊒ | Arial ▾ | 10 ▾ | **B** *I* U̲ S̶ ⬦ ▾ A̲ ▾ | ☰ ▾ ☱ ⬦ 🖉 | ⊞ ✎ | ⊖ ⬚ ⬚

	Approval Status	Semester	Subject	Catalog	Course Name	Room Type	Session	Campus	Location Code
📎💬🗑 i									
9									
10									
11 ⋮ 📎💬🗑🔔									
12									

5. ***Once you enter your information for the course, Dr. Scott Godley will review your submission and then choose the appropriate approval status. (Approve, Deny or Pending)

6. ***He will then lock the row and your course request is ready to be submitted to the P-16 Office.

   *For HISD Schools only

HCC Northeast College
Smartsheet Tracking Checklist to Upload Documents

<mark>Please upload documents in this order.</mark>

- o **Student Waiver**
- o **Commitment Form**
- o **Official Transcript**
- o **Test Scores (TSIA2, SAT, ACT, STAAR)**
- o **Bacterial Meningitis Vaccination Verification Form**
- o **Meningitis Shot Record or Exemption**

❖ **Do not add any other forms and/or extra papers.**

SmartSheet Instructions on how to submit student paperwork under Tracking Sheet

- To log into SmartSheet go to the Smarsheet website and enter your credentials: https://app.smartsheet.com/b/home?lang=en_US

- Once you entered your correct credentials, it should take you to the home screen.

- Click on the Folder Icon (browse) to find you appropriate workspace that has been shared with you. Once you click on your link, click on the file titled: *Tracking Sheet*

- Once you click the link, it will allow you to enter in all of your student information into each field. Please complete ONLY the following fields:

  - **New/Returning Student**
  - **P # (*Only applies to students that do not have SS#s*)**
  - **HCC ID Number**
  - **Last Name**
  - **First Name**
  - **Date of Birth**
  - **High School**
  - **Grade Level**
  - **Term: 6223 (Summer) or 6231 (Fall)**
  - **Academic Plan**

- Upload the following documents by clicking the paperclip on the left and drag it to attachments on the right.
  - **Waiver Form**
  - **Commitment Form**
  - **Transcript**
  - **Test Scores**
  - **Meningitis shot record or Meningitis Exemption**
  - **Bacterial Meningitis Vaccination Verification Form**
  - **Met Standard Boxes (Check for YES or leave blank for NO)**

HOUSTON COMMUNITY COLLEGE

- These documents can be uploaded individually to the student's tracker or collated as a packet to the student's tracker. If uploaded as a packet, save with student's name and HCC ID number. Also mark them with an "X" to confirm that the documents are attached.

	P#	HCC ID	Last Name	First Name	Date of Birth	Semester	High School	Grade Level	Assessment	Assessment Sc
1		213123456	Riser	Katina	02/09/00	6231	Riser HS		10	
2										
3										
4										
5										
6										
7										
8										
9										

Attachments

Row   Sheet   All

Row 1: Riser HS

Actions ▾   Sort by Date ▾

Dual Credit - 12.07.2020 - Dual Cre...
Row 1
February 17, 2022, 2:24 PM by katina.ri...

	A	B	C	D	E	F	G	H	I	J
	New/Returning	P#	HCC ID	Last Name	First Name	Date of Birth	High School	Grade Level	Term	Academic Program
	New	P142354	24601	Javert	Uriel	10/26/2001	Performing Arts HS	10th	6022	Level 1 Certficate

K	L	M	N	O	P	Q	R
Waiver Form	Commitment Form	Transcript	Test Scores	Meningitis	Met Standard: Read/Write (eg, English)	Met Standard: Math (eg,College Algebra)	Met Standard: Read/Write/Math (eg, Economics)
X	X	X	X	X	Y	Y	Y

Withdrawal

HCC Northeast College
Student Withdrawal Checklist

Program Adjustment Forms must be completed for each student withdrawing from high school. Each form should be filled with the student's information below.

- *If the students withdraws after the OE date, the student will receive a "W" on their transcript.*
- *If the student withdraws after the start of the session and on or before the OE date, the student will be withdrawn at 100%.*

Complete Program Adjustment Form with:

- Request
- Reason for Change
- Term
- Student ID
- Student Name
- High School
- CRN (s)
- Course Number (s)
- Attach ISD/School withdraw form with request

FORM LINK*: https://app.smartsheet.com/b/form/ffb83b5eb3244c4bb02e895764881e21*

Important Dates

HCC NE P-16 Academic Calendar
2022 – 2023

August 2022	Dates
Dual Credit Institute	Tuesday, August 2, 2022
Rosters Due	Friday, August 12, 2022
Fall Convocation	Friday, August 19, 2022
First Day of Class and Premier HS Student Orientation	Monday, August 22, 2022
New Student Orientation 6:30PM – 7:30PM	Wednesday, August 24, 2022
New Student Orientation 6:30PM – 7:30PM / HCC DC Advisory Committee 3:00PM	Thursday, August 25, 2022
College Readiness P-16 Meeting	Friday, August 26, 2022
DL1 Starts	Monday, August 29, 2022

September 2022	Dates
Labor Day Holiday	Monday, September 5, 2022
DL2 Starts and RT OE Date	Tuesday, September 6, 2022
DL1 OE Date	Friday, September 9, 2022
DC Kickoff Starts	Monday, September 12, 2022
DL2 OE Date	Friday, September 16, 2022
Second Start	Monday, September 19, 2022
HCC NE P16 partners Meeting 9:00AM / NE DC Advisory Council meeting 1:30PM	Thursday, September 22, 2022
SS OE Date	Wednesday, September 28, 2022
HCC DC Advisory Committee Meeting 3:00PM / Submit Faculty Inventory / OD fees/ Sandra's Birthday	Thursday, September 29, 2022
DC Kickoff Ends / College Readiness Professional Development Day / College Readiness Meeting 10:00AM	Friday, September 30, 2022

October 2022	Dates
New Liaison Orientation	Wednesday, October 5, 2022
Spring Paperwork Reminder	Monday, October 24, 2022
Reggie's Birthday	Wednesday, October 26, 2022
HCC DC Advisory Committee Meeting	Thursday, October 27, 2022
College Readiness Meeting 10:00AM	Friday, October 28, 2022

November 2022	Dates
Middle School Expo at North Forest	Tuesday, November 1, 2022
Spring Paperwork Reminder	Wednesday, November 2, 2022
Middle School Expo at North Forest	Thursday, November 3, 2022
All Spring Paperwork Due	Friday, November 4, 2022
HCC NE P16 Partners Meeting 9:00AM / HCC NE DC Advisory Council 3:00PM	Thursday, November 10, 2022
Thanksgiving Holiday Begins	Monday, November 21, 2022
Thanksgiving Holiday Ends	Friday, November 25, 2022

December 2022	Dates
Begin to Submit Spring Rosters	Monday, December 12, 2022
NE P16 Winter Holiday Mix	Wednesday, December 14, 2022
HCC Winter Holiday Begins	Monday, December 19, 2022
HCC Winter Holiday Ends	Friday, December 30, 2022

HCC NE P-16 Academic Calendar
2022 – 2023

January 2023	Dates
Roster Reminder	Monday, January 2, 2023
Final Roster Submission	Friday, January 6, 2023
First Day of Class	Tuesday, January 17, 2023
New Student Orientation 6:30PM- 7:30PM	Wednesday, January 18, 2023
New Student Orientation 6:30PM- 7:30PM	Thursday, January 19, 2023
DL1 Starts	Monday, January 23, 2023
HCC DC Advisory Committee Meeting 3:00PM	Thursday, January 26, 2023
College Readiness P16 Meeting 10:00AM	Friday, January 27, 2023
DL 2 Starts / RT OE Date	Monday, January 30, 2022

February 2023	Dates
DL1 OE Date	Monday, February 6, 2023
DL 2 OE Date / Katina's Birthday	Thursday, February 9, 2023
Second Start / Spring Kickoff Starts	Monday, February 13, 2023
DC Information Session 6:30PM – 7:30PM	Wednesday, February 15, 2023
HCC NE P16 Advisory Committee Meeting 3:00PM / DC Information Session 6:30AM – 7:30PM	Thursday, February 16, 2023
DC Information Session 6:30PM – 7:30PM / Reminder Summer Paperwork Due	Tuesday, February 21, 2023
SS OE Date	Wednesday, February 22, 2023
HCC NE P16 Partners Meeting 9:00AM / HCC DC Advisory Committee meeting 3:00PM	Thursday, February 23, 2023
College Readiness P16 Meeting 10:00AM / Submit Faculty inventory / OD Fees	Friday, February 24, 2023

March 2023	Dates
DC College Application Process Starts	Wednesday, March 1, 2023
Spring Kickoff Ends / Perspective Graduation List Due / Hiring of Embedded Faculty	Friday, March 3, 2023
Second Reminder Summer Paperwork Due	Tuesday, March 7, 2023
All Summer Paperwork Due	Friday, March 10, 2023
Spring Break Begins	Monday, March 13, 2023
Spring Break Ends	Friday, March 17, 2023
HCC DC Advisory Committee Meeting 3:00PM	Thursday, March 30, 2023
College Readiness P16 Meeting 10:00AM / DC College Application Process Starts	Friday, March 31, 2023

April 2023	Dates
Spring Holiday (Good Friday)	Friday, April 7, 2023
HCC NE P16 Partners Meeting 9:00AM	Thursday, April 20, 2023
HCC DC Advisory Committee Meeting 3:00PM	Thursday, April 27, 2023
College Readiness P16 Meeting 10:00AM / No College Applications Workshops	Friday, April 28, 2023

May 2023	Dates
Start Collection of Returning Students Paperwork	Monday, May 1, 2023
HCC DC Advisory Committee Meeting 3:00PM	Thursday, May 25, 2023
College Readiness p16 Meeting 10:00AM	Friday, May 26, 2023
Holiday (Memorial Day)	Monday, May 29, 2023

June 2023	Dates
Fall Paperwork Due	Thursday, June 15, 2023

2021- 2023 Calendar		
	2021-2022	**2022-2023**
Sessions	**Fall 2021**	**Fall 2022**
RT (16 weeks)	Aug. 23, 2021-Dec. 12, 2021	Aug. 22, 2022-Dec. 11, 2022
F4A (First 4 weeks)	Aug. 23, 2021-Sept. 19, 2021	Aug. 22, 2022-Sept. 18, 2022
F4B (Second 4 weeks)	Sept. 20, 2021-Oct.17, 2021	Sept. 19, 2022-Oct. 16, 2022
F4C (Third 4 weeks)	Oct. 18, 2021-Nov. 14, 2021	Oct. 17, 2022-Nov. 13, 2022
F4D (Fourth 4 weeks)	Nov. 15, 2021-Dec. 12, 2021	Nov. 14, 2022-Dec. 11, 2022
F8A (First 8 Weeks)	Aug. 23, 2021-Oct. 17, 2021	Aug. 22, 2022-Oct. 16, 2022
F8B (Second 8 weeks)	Oct. 18, 2021-Dec. 12, 2021	Oct. 17, 2022-Dec. 11, 2022
SS (Second Start 12 weeks)	Sept. 20, 2021-Dec. 12, 2021	Sept. 19, 2022-Dec.11, 2022
DL1 (Dual Credit 15 weeks)	Aug. 30, 2021-Dec. 12, 2021	Aug. 29, 2022-Dec. 11, 2022
DL2 (Dual Credit 14 weeks)	Sept. 7, 2021-Dec. 12, 2021	Sept. 6, 2022-Dec. 11, 2022
	Spring 2022	**Spring 2023**
Mini Session (4 weeks)	Dec. 13, 2021-Jan. 10, 2022	Dec. 12, 2022-January 9, 2023
RT (16 weeks)	January 18, 2022-May 15, 2022	January 17, 2023-May 14, 2023
F4A (First 4 weeks)	January 18, 2022-February 13, 2022	January 17, 2023-Feb. 12 2023
F4B (Second 4 weeks)	February 14, 2022-March 13, 2022	Feb. 13, 2023-March 12, 2023
F4C (Third 4 weeks)	March 21, 2022-April 17, 2022	March 20, 2023-April 16, 2023
F4D (Fourth 4 weeks)	April 18, 2022--May 15, 2022	April 17, 2023-May 14, 2023
F8A (First 8 weeks)	1/18/2022-March 13, 2022	January 17, 2023-March 12, 2023
F8B (Second 8 weeks)	March 21, 2022-May 15, 2022	March 20, 2023-May 14, 2023
SS (Second Start 12 weeks)	February 14, 2022-May 15, 2022	Feb. 13, 2023-May 14, 2023
DL1 (Dual Credit 15 weeks)	1/24/2022--May 15, 2022	January 23, 2023-May 14, 2023
DL2 (Dual Credit 14 weeks)	January 31, 2022-May 15, 2022	January 30, 2023-May 14, 2023
	Summer 2022	**Summer 2023**
Mini Session (3 weeks)	May 16, 2022-June 5, 2022	May 15, 2023-June 4, 2023
S8A (First 8 weeks)	June 6, 2022-July 31, 2022	June 5, 2023-July 30, 2023
S1 (First 5 weeks)	June 6, 2022-July 10, 2022	June 5, 2023-July 9, 2023
S10 (10 weeks)	June 6, 2022-Aug. 14, 2022	June 5, 2023-Aug. 13, 2023
S2 (Second 5 weeks)	July 11, 2022-Aug. 14, 2022	July 10, 2023-Aug. 13, 2023
Holidays (no class)	**2021-2022**	**2022-2023**
Labor Day	Sept. 6, 2021	Sept. 5, 2022
Thanksgiving Break	Nov.25-28, 2021	Nov. 24-27, 2022
Winter Break	Dec. 20-January 2, 2022	Dec. 20, 2022-January 2, 2023
Martin Luther King , Jr. -	January 17, 2022	January 16, 2023
President's Day	February 21, 2022	February 20, 2023
Spring Break	March 14-20, 2022	March 13-19, 2023
Spring Holiday	April 15-17, 2022	April 7-9, 2023
Memorial Day	May 30, 2022	May 29, 2023
Independence Day	July 4, 2022	July 4, 2023

Fall 2022 Final Exam Schedule

NOTE: This final examination schedule must be strictly observed. No deviations from the printed schedule are permitted.

For flexCampus and Online-on-a-Schedule courses, final exams will be administered in accordance with the schedule specified below:

REGULAR TERM (RT) (08/22/22 – 12/11/22) and **SECOND START (SS)** (09/19/22 – 12/11/22) **FINAL EXAM SCHEDULE**

Monday, December 5, 2022 For classes which start between:	Final Exam Start Time	Wednesday, December 7, 2022 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. - 9:30 a.m.	9:00 a.m.	10:00 a.m. - 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Tuesday, December 6, 2022 For classes which start between:	Final Exam Start Time	Thursday, December 8, 2022 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. - 9:30 a.m.	9:00 a.m.	10:00 a.m. - 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Classes which meet only once per week (December 5-11, 2022) will take exams at the regular class day and time (this includes weekend classes).

Online-Anytime scheduled courses will take their exams during the week of December 5-11, 2022.

For the four-week sessions (F4A, F4B, F4C, and F4D), final exams will be given on the last day of class.

For the first and second eight-week sessions, final exams will be given during the last week of class.

Grades Due: For all sessions with an end date of 12/11/2022, grades will be due on **Tuesday, 12/13/2022** by **1:00pm.**

Spring 2023 Final Exam Schedule

NOTE: This final examination schedule must be strictly observed. No deviations from the schedule are permitted.

For **In-Person**, **Lab-Based** and **Online-on-a-Schedule** courses, final exams will be administered in accordance with the schedule specified below.

WINTER MINI-SESSION (12/12/22 - 01/9/23) **FINAL EXAM SCHEDULE**

Final Exam: Monday, January 9, 2023 (The final exam is given at class time.)

Grades Due: Winter mini-session grades are due on **Tuesday, January 10, 2023** by **1:00 p.m**.

Winter Holidays: Monday, December 26, 2022 and **Monday, January 2, 2023**

REGULAR TERM (RT) (01/17/23 – 05/14/23) and **SECOND START (SS)** (02/13/23 – 05/14/23) **FINAL EXAM SCHEDULE**

Monday, May 8, 2023 For classes which start between:	Final Exam Start Time	Wednesday, May 10, 2023 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. - 9:30 a.m.	9:00 a.m.	10:00 a.m. - 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Tuesday, May 9, 2023 For classes which start between:	Final Exam Start Time	Thursday, May 11, 2023 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. – 9:30 a.m.	9:00 a.m.	10:00 a.m. – 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Classes which meet only once per week (May 8-14, 2023) will take exams at the regular class day and time (this includes weekend classes).

Final Exams for **Online-Anytime** courses will be administered during the week of May 8-14, 2023.

For the four-week sessions (F4A, F4B, F4C, and F4D), final exams will be given on the last day of class.

For the first and second eight-week sessions, final exams will be given during the last week of class.

Grades Due: For all sessions with an end date of 5/14/2023, grades will be due on **Tuesday, 5/16/2023** by **1:00 p.m.**

Summer 2023 Final Exam Schedule

NOTE: This final examination schedule must be strictly observed. No deviations from the schedule are permitted.

For **In-Person**, **Lab-Based** and **Online-on-a-Schedule** courses, final exams will be administered in accordance with the schedule specified below.

SUMMER MINI-SESSION (5/15/23 – 6/4/23)

Final Exam: Friday, June 2, 2023 (The final exam is given at class time.)

Last Day of Instruction: Thursday, June 1, 2023
Grades Due: Mini-session grades are due on **Tuesday, June 6, 2023** by **1:00 p.m**.

FIRST 5-WEEK SUMMER SESSION (6/5/23 – 7/9/23)

Wednesday, July 5, 2023
For classes which start between:

7:00 a.m. – 8:30 a.m.
11:00 a.m. – 12:30 p.m.
3:00 p.m. – 4:30 p.m.
7:00 p.m. – 8:30 p.m.

Thursday, July 6, 2023
For classes which start between:

9:00 a.m. – 10:30 a.m.
1:00 p.m. – 2:30 p.m.
5:00 p.m. – 6:30 p.m.

If the class start time does not begin on the hour (e.g., 8:30 a.m.), then round down to the nearest hour to determine the start time of the final exam; otherwise, the start time for the final exam is the normal class start time.

Classes which meet only once per week will take exams at the regular class day and time (this includes weekend classes).

Final Exams for **Online-Anytime** courses will be administered during the week of July 3 – 8, 2023.

Last Day of Instruction: Tuesday, 7/4/2023
Grades Due: Grades will be due on **Tuesday, 7/11/2023** by **1:00 p.m.**

FIRST 8-WEEK SUMMER SESSION (6/5/23 – 7/30/23)

Wednesday, July 26, 2023
For classes which start between:

7:00 a.m. – 8:30 a.m.
11:00 a.m. – 12:30 p.m.
3:00 p.m. – 4:30 p.m.
7:00 p.m. – 8:30 p.m.

Thursday, July 27, 2023
For classes which start between:

9:00 a.m. – 10:30 a.m.
1:00 p.m. – 2:30 p.m.
5:00 p.m. – 6:30 p.m.

If the class start time does not begin on the hour (e.g., 8:30 a.m.), then round down to the nearest hour to determine the start time of the final exam; otherwise, the start time for the final exam is the normal class start time.

Classes which meet only once per week will take exams at the regular class day and time (this includes weekend classes).

Final Exams for **Online-Anytime** courses will be administered during the week of July 24 – 29, 2023.

Last Day of Instruction: Tuesday, 7/25/2023
Grades Due: Grades will be due on **Tuesday, 8/1/2023** by **1:00 p.m.**

SECOND 5-WEEK SUMMER SESSION (7/10/23 – 8/13/23)

Wednesday, August 9, 2023
For classes which start between:

7:00 a.m. – 8:30 a.m.
11:00 a.m. – 12:30 p.m.
3:00 p.m. – 4:30 p.m.
7:00 p.m. – 8:30 p.m.

Thursday, August 10, 2023
For classes which start between:

9:00 a.m. – 10:30 a.m.
1:00 p.m. – 2:30 p.m.
5:00 p.m. – 6:30 p.m.

If the class start time does not begin on the hour (e.g., 8:30 a.m.), then round down to the nearest hour to determine the start time of the final exam; otherwise, the start time for the final exam is the normal class start time.

Classes which meet only once per week will take exams at the regular class day and time (this includes weekend classes).

Final Exams for **Online-Anytime** courses will be administered during the week of August 7 – 12, 2023.

Last Day of Instruction: Tuesday, 8/8/2023
Grades Due: Grades will be due on **Tuesday, 8/15/2023** by **1:00 p.m.**

TEN-WEEK SUMMER SESSION (6/5/23 – 8/13/23)

Wednesday, August 9, 2023
For classes which start between:

7:00 a.m. – 8:30 a.m.
11:00 a.m. – 12:30 p.m.
3:00 p.m. – 4:30 p.m.
7:00 p.m. – 8:30 p.m.

Thursday, August 10, 2023
For classes which start between:

9:00 a.m. – 10:30 a.m.
1:00 p.m. – 2:30 p.m.
5:00 p.m. – 6:30 p.m.

If the class start time does not begin on the hour (e.g., 8:30 a.m.), then round down to the nearest hour to determine the start time of the final exam; otherwise, the start time for the final exam is the normal class start time.

Classes which meet only once per week will take exams at the regular class day and time (this includes weekend classes).

Final Exams for **Online-Anytime** courses will be administered during the week of August 7 – 12, 2023.

Last Day of Instruction: Tuesday, 8/8/2023
Grades Due: Grades will be due on **Tuesday, 8/15/2023** by **1:00 p.m.**

SUMMER HOLIDAYS: Memorial Day: May 29, 2023   Juneteenth Holiday: June 19, 2022   Independence Holiday: July 4, 2022

Fall 2022 (6231) Faculty Important Dates

Session Name	Session Code	Start Date	Census Date	Attendance Roster Approval Dates Due 11:59 pm	LAST DAY to Withdraw	Last Day of Instruction	Semester Ends	Grade Roster Approcal Dates Due 1:00 pm
Regular Term	RT	8/22/2022	9/6/2022	9/7/2022	10/28/2022	12/4/2022	12/11/2022	12/13/2022
First 4 Weeks	F4A	8/22/2022	8/24/2022	8/25/2022	9/7/2022	9/13/2022	9/18/2022	9/20/2022
Second 4 Weeks	F4B	9/19/2022	9/21/2022	9/25/2022	10/4/2022	10/11/2022	10/16/2022	10/18/2022
Third 4 Weeks	F4C	10/17/2022	10/19/2022	10/20/2022	11/1/2022	11/8/2022	11/13/2022	11/15/2022
Fourth 4 Weeks	F4D	11/14/2022	11/16/2022	11/17/2022	12/2/2022	12/6/2022	12/11/2022	12/13/2022
Third 5 Weeks	F5C	10/31/2022	11/3/2022	11/4/2022	11/21/2022	11/29/2022	12/4/2022	12/6/2022
First 8 Weeks	F8A	8/22/2022	8/29/2022	8/30/2022	9/26/2022	10/11/2022	10/16/2022	10/18/2022
Second 8 Weeks	F8B	10/17/2022	10/24/2022	10/25/2022	11/29/2022	12/6/2022	12/11/2022	12/13/2022
Second Start	SS	9/19/2022	9/28/2022	9/29/2022	11/7/2022	12/4/2022	12/11/2022	12/13/2022
Reserved Third 5 Weeks	C5C	11/7/2022	11/10/2022	11/11/2022	11/30/2022	12/9/2022	12/11/2022	12/13/2022
Reserved First 6 Weeks	C6A	8/15/2022	8/18/2022	8/19/2022	9/8/2022	9/20/2022	9/25/2022	9/27/2022
Reserved Second 6 Weeks	C6B	9/26/2022	9/29/2022	9/30/2022	10/20/2022	11/1/2022	11/6/2022	11/8/2022
Reserved 10 Weeks	C10	9/26/2022	10/3/2022	10/4/2022	11/7/2022	11/29/2022	12/4/2022	12/6/2022
Reserved 16 Weeks	C16	8/15/2022	8/29/2022	8/30/2022	10/20/2022	11/27/2022	12/4/2022	12/6/2022
Dual Credit (15 Weeks)	DL1	8/29/2022	9/9/2022	9/10/2022	10/31/2022	12/4/2022	12/11/2022	12/13/2022
Dual Credit (14 Weeks)	DL2	9/6/2022	9/16/2022	9/17/2022	11/2/2022	12/4/2022	12/11/2022	12/13/2022

Spring 2023 "6232" Important Faculty Dates

Session Name	Session Code	Start Date	Census Date	Attendance Roster Approval Dates Due: 11:59 pm	Last Day to Withdraw	Last Day of Instruction	Semester Ends	Grade Rosters Approval Dates Due 11:00 pm
Mini Term - 4 weeks	MIN	12/12/2022	12/14/2022	12/15/2022	12/27/2023	1/6/2023	1/9/2023	1/10/2023
Regular Term	RT	1/17/2023	1/30/2023	1/31/2023	4/3/2023	5/7/2023	5/14/2023	5/16/2023
First 4 Weeks	F4A	1/17/2023	1/19/2023	1/20/2023	2/1/2023	2/7/2023	2/12/2023	2/14/2023
Second 4 Weeks	F4B	2/13/2023	2/15/2023	2/16/2023	3/1/2023	3/7/2023	3/12/2023	3/20/2023
Third 4 Weeks	F4C	3/20/2023	3/22/2023	3/23/2023	4/4/2023	4/11/2023	4/16/2023	4/18/2023
Fourth 4 Weeks	F4D	4/17/2023	4/19/2023	4/20/2023	5/2/2023	5/9/2023	5/14/2023	5/16/2023
First 8 Weeks	F8A	1/17/2023	1/23/2023	1/24/2023	2/21/2023	3/7/2023	3/12/2023	3/20/2023
Second 8 Weeks	F8B	3/20/2023	3/27/2023	3/28/2023	4/24/2023	5/9/2023	5/14/2023	5/16/2023
Second Start	SS	2/13/2023	2/22/2023	2/23/2023	4/13/2023	5/7/2023	5/14/2023	5/16/2022
Reserved First 6 Weeks	C6A	1/23/2023	1/26/2023	1/27/2023	2/16/2023	3/1/2023	3/5/2023	3/7/2023
Reserved Second 6 Weeks	C6B	3/20/2023	3/23/2023	3/24/2023	4/17/2023	4/25/2023	4/30/2023	5/2/2023
Reserved 11 Weeks	C11	1/23/2023	1/31/2023	2/1/2023	3/10/2023	4/11/2023	4/16/2023	4/18/2023
Reserved 16 Weeks	C16	1/9/2023	1/23/2023	1/24/2023	3/27/2023	4/30/2023	5/7/2023	5/9/2023
Dual Credit (15 Weeks)	DL1	1/23/2023	2/3/2023	2/6/2023	4/3/2023	5/7/2023	5/14/2023	5/16/2023
Dual Credit (14 Weeks)	DL2	1/30/2023	2/9/2023	2/10/2023	4/5/2023	5/7/2023	5/14/2023	5/16/2023

Summer 2023 "6233" Important Faculty Dates

Session Name	Session Code	Start Date	Census Date	Attendance Roster Approval Dates Due 11:59 pm	LAST DAY to Withdraw	Last Day of Instruction	Semester End	Grade Roster Approval Dates Due 1:00 pm
Summer Mini 3 Weeks	MIN	5/15/2023	5/16/2023	5/17/2023	5/26/2023	6/1/2023	6/4/2023	6/6/2023
First 5 Weeks	S1	6/5/2023	6/8/2023	6/9/2023	6/26/2023	7/3/2023	7/9/2023	7/11/2023
Second 5 Weeks	S2	7/10/2023	7/13/2023	7/14/2023	7/31/2023	8/8/2023	8/13/2023	8/15/2023
First 8 Weeks	S8A	6/5/2023	6/12/2023	6/13/2023	7/10/2023	7/25/2023	7/30/2023	8/1/2023
Ten Weeks	S10	6/5/2023	6/20/2023	6/21/2023	7/17/2023	8/8/2023	8/13/2023	8/15/2023
Reserved First 4 weeks	B4A	6/5/2023	6/7/2023	6/8/2023	6/21/2023	6/28/2023	7/2/2023	7/5/2023
Reserved Second 4 weeks	B4B	7/3/2023	7/5/2023	7/6/2023	7/19/2023	7/26/2023	7/30/2023	8/1/2023
Reserved First 6 Weeks	C6A	5/22/2023	5/25/2023	5/26/2023	5/20/2023	6/30/2023	7/2/2023	7/3/2023
Reserved Second 6 Weeks	C6B	7/3/2023	7/6/2023	7/7/2023	7/28/2023	8/8/2023	8/13/2023	8/15/2023
Reserved 11 Weeks	C11	5/30/2023	6/12/2023	6/13/2023	7/17/2023	8/8/2023	8/13/2023	8/15/2023
Reserved 12 Weeks	C12	5/22/2023	6/5/2023	6/6/2023	7/31/2023	8/8/2023	8/13/2023	8/15/2023

Fall 2022 (6231) Last Day for Refund/Dropped Deadline Dates

Revised 3/3/2022

Session Name	Session Code	Start Date	O/E	100% Refund	70% Refund	25% Refund	LAST DAY to Withdraw	Semester Ends
Regular Term	RT	8/22/2022	9/6/2022	8/19/2022	9/7/2022	9/13/2022	10/28/2022	12/11/2022
First 4 Weeks	F4A	8/22/2022	8/24/2022	8/19/2022	8/25/2022	8/26/2022	9/7/2022	9/18/2022
Second 4 Weeks	F4B	9/19/2022	9/21/2022	9/16/2022	9/22/2022	9/23/2022	10/4/2022	10/16/2022
Third 4 Weeks	F4C	10/17/2022	10/19/2022	10/14/2022	10/20/2022	10/21/2022	11/1/2022	11/13/2022
Fourth 4 Weeks	F4D	11/14/2022	11/16/2022	11/11/2022	11/17/2022	11/18/2022	12/2/2022	12/11/2022
Third 5 Weeks	F5C	10/31/2022	11/3/2022	10/28/2022	11/4/2022	11/7/2022	11/21/2022	12/4/2022
First 8 Weeks	F8A	8/22/2022	8/29/2022	8/19/2022	8/31/2022	9/2/2022	9/26/2022	10/16/2022
Second 8 Weeks	F8B	10/17/2022	10/24/2022	10/14/2022	10/26/2022	10/28/2022	11/29/2022	12/11/2022
Second Start	SS	9/19/2022	9/28/2022	9/16/2022	10/3/2022	10/6/2022	11/7/2022	12/11/2022
Reserved Third 5 Weeks	C5C	11/7/2022	11/10/2022	11/4/2022	11/11/2022	11/14/2022	11/30/2022	12/11/2022
Reserved First 6 Weeks	C6A	8/15/2022	8/18/2022	8/12/2022	8/19/2022	8/23/2022	9/8/2022	9/25/2022
Reserved Second 6 Weeks	C6B	9/26/2022	9/29/2022	9/23/2022	9/30/2022	10/4/2022	10/20/2022	11/6/2022
Reserved 10 Weeks	C10	9/26/2022	10/3/2022	9/23/2022	10/6/2022	10/11/2022	11/7/2022	12/4/2022
Reserved 16 Weeks	C16	8/15/2022	8/29/2022	8/12/2022	9/2/2022	9/9/2022	10/20/2022	12/4/2022
Dual Credit (15 Weeks)	DL1	8/29/2022	9/9/2022	8/26/2022	9/15/2022	9/22/2022	10/31/2022	12/11/2022
Dual Credit (14 Weeks)	DL2	9/6/2022	9/16/2022	9/2/2022	9/22/2022	9/28/2022	11/2/2022	12/11/2022

Spring 2023 "6232" Last Day for Refund/ Dropped Deadline Dates

Session Name	Session Code	Start Date	OE Date	100% Refund	70% Refund	25% Refund	Last Day to Withdraw	Semester Ends
Mini Term - 4 weeks	MIN	12/12/2022	12/14/2022	12/9/2022	12/15/2022	12/16/2022	12/27/2022	1/9/2023
Regular Term	RT	1/17/2023	1/30/2023	1/13/2023	2/2/2023	2/8/2023	4/3/2023	5/14/2023
First 4 Weeks	F4A	1/17/2023	1/19/2023	1/13/2023	1/20/2023	1/23/2023	2/1/2023	2/12/2023
Second 4 Weeks	F4B	2/13/2023	2/15/2023	2/10/2023	2/16/2023	2/17/2023	3/1/2023	3/12/2023
Third 4 Weeks	F4C	3/20/2023	3/22/2023	3/10/2023	3/23/2023	3/24/2023	4/4/2023	4/16/2023
Fourth 4 Weeks	F4D	4/17/2023	4/19/2023	4/14/2023	4/20/2023	4/21/2023	5/2/2023	5/14/2023
First 8 Weeks	F8A	1/17/2023	1/23/2023	1/13/2023	1/26/2023	1/30/2023	2/21/2023	3/12/2023
Second 8 Weeks	F8B	3/20/2023	3/27/2023	3/10/2023	3/29/2023	3/31/2023	4/24/2023	5/14/2023
Second Start	SS	2/13/2023	2/22/2023	2/10/2023	2/27/2023	3/2/2023	4/13/2023	5/14/2023
Reserved First 6 Weeks	C6A	1/23/2023	1/26/2023	1/20/2023	1/27/2023	1/31/2023	2/16/2023	3/5/2023
Reserved Second 6 Weeks	C6B	3/20/2023	3/23/2023	3/10/2023	3/24/2023	3/28/2023	4/17/2023	4/30/2023
Reserved 11 Weeks	C11	1/23/2023	1/31/2023	1/20/2023	2/3/2023	2/9/2023	3/10/2023	4/16/2023
Reserved 16 Weeks	C16	1/9/2023	1/23/2023	1/6/2023	1/27/2023	2/3/2023	3/27/2023	5/7/2023
Dual Credit (15 Weeks)	DL1	1/23/2023	2/6/2023	1/20/2023	2/9/2023	2/16/2023	4/3/2023	5/14/2023
Dual Credit (14 Weeks)	DL2	1/30/2023	2/9/2023	1/27/2023	2/15/2023	2/21/2023	4/5/2023	5/14/2023

Summer 2023 "6233" Last Day for Refund/ Dropped Deadline Dates

Session Name	Session Code	Start Date	O/E	100% Refund	70% Refund	25% Refund	LAST DAY to Withdraw	Semester Ends
Summer Mini 3 Weeks	MIN	5/15/2023	5/16/2023	5/12/2023	5/17/2023	5/18/2023	5/26/2023	6/4/2023
First 5 Weeks	S1	6/5/2023	6/8/2023	6/2/2023	6/9/2023	6/12/2023	6/26/2023	7/9/2023
Second 5 Weeks	S2	7/10/2023	7/13/2023	7/7/2023	7/14/2023	7/17/2023	7/31/2023	8/13/2023
First 8 Weeks	S8A	6/5/2023	6/12/2023	6/2/2023	6/14/2023	6/16/2023	7/10/2023	7/30/2023
Ten Weeks	S10	6/5/2023	6/20/2023	6/2/2023	6/15/2023	6/20/2023	7/18/2023	8/13/2023
Reserved First 4 weeks	B4A	6/5/2023	6/7/2023	6/2/2023	6/8/2023	6/9/2023	6/21/2023	7/2/2023
Reserved Second 4 weeks	B4B	7/3/2023	7/5/2023	6/30/2023	7/6/2023	7/7/2023	7/19/2023	7/30/2023
Reserved First 6 Weeks	C6A	5/22/2023	5/25/2023	5/19/2023	5/26/2023	5/30/2023	6/16/2023	7/2/2023
Reserved Second 6 Weeks	C6B	7/3/2023	7/6/2023	6/30/2023	7/7/2023	7/11/2023	7/28/2023	8/13/2023
Reserved 11 Weeks	C11	5/30/2023	6/12/2023	5/26/2023	6/12/2023	6/16/2023	7/17/2023	8/13/2023
Reserved 12 Weeks	C12	5/22/2023	6/5/2023	5/19/2023	6/6/2023	6/9/2023	7/13/2023	8/13/2023