

Important Dates

August

- 23 Fall Semester Begins for College Credit Classes
 31 End of drop/add for 16-week Classes

September

- 6 Labor Day Holiday – No classes – College Closed
 3 Deadline for Submitting Conference Hours
 3 Deadline for Submitting Syllabus to Department Chair
 7 Faculty MUST Report All Students Who Have Never Attended a Fall 2010 Course to Financial Aid Office by 4:30 p.m. today.
 10 Adjunct Faculty Pay Begins
 24 Payday

October

- 4 Early Progress Report Grades Due
 8 Payday
 22 Payday

November


- 5 Payday
 13 Last Day to Drop Classes with a "W"
 19 Payday
 24 Thanksgiving Holiday – College Closed
 25 Thanksgiving Day - College Closed
 26 Thanksgiving Holiday - College Closed

December


- 6 Final week to Complete Faculty Evaluations
 3 Payday
 13 Final Exam Week
 17 Semester Ends
 17 Payday
 20 Final Grades Due 12:00 noon
 20 Turn Grade Book into Department Chair
 24 College Closed (reopens January 3)

Weekend College Dates


- Aug 27 Weekend College Classes Begin
 Aug 31 Last Day to Drop/Add for Weekend Classes
 Nov 26-27 No Weekend Classes (Thanksgiving break)
 Dec 10-11 Weekend College – Final Exams

 Printing Class Lists


www.sc4.edu/wave
 Log In
 Wave for Faculty
 Class Roster
 Select Term, Submit
 Check Print Roster, Submit
 File, Print, OK
 OK
 Log Out

 Early Progress Report Grades


www.sc4.edu/wave
 Log In
 Wave for Faculty
 Grading
 Select Term, Submit
 Select Early Progress Report
 Check Enter Grades, Submit
 Complete Required Fields
 Submit

 Final Grades


www.sc4.edu/wave
 Log In
 Wave for Faculty
 Grading
 Select Term, Submit
 Select Final Grades
 Check Enter Grades, Submit
 Complete Required Fields
 Submit

 Accessing Email Off-Campus

www.sc4.edu/exchange
 Log In

 Accessing Public Folders

www.sc4.edu/exchange
 Log In
 Public Folders

 Accessing Voicemail Off-Campus

(810) 989-5777
 Push Asterisk (*) once speaking
 begins & follow prompts

 IT Help Desk

Monday–Friday (8 a.m. – 5 p.m.)
 (810) 989-5615 or Ext. 5615
 After Hours
 (810) 989-5858 or Ext. 5858
 or 1-800-630-8918