

**Important Dates**

May

- 16 ..... SP Semester Begins for College Credit Classes
- 20 ..... End of drop/add for 8-week Classes
- 24 ..... Faculty MUST Report All Students Who Have Never Attended a SP 2011 Course to Financial Aid Office by 4:30 p.m. today.


24 ..... Deadline for Submitting Conference Hours

24 ..... Deadline for Submitting Syllabus to Department Chair

30 ..... Memorial Day (observed)  
No classes – College Closed

June


- 3 ..... Adjunct Faculty Pay Begins
- 17 ..... Payday
- 24 ..... Payday
- 24 ..... Semester Ends
- 27 ..... Final Grades Due 12:00 noon
- 27 ..... Turn Grade Book into Department Chair

 Printing Class Lists


[www.sc4.edu/wave](http://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](http://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](http://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](http://www.sc4.edu/exchange)  
Log In

 Accessing Public Folders

[www.sc4.edu/exchange](http://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