

Important Dates

June

28 SU Semester Begins for College Credit Classes

July

5 Independence Day (observed)
No classes – College Closed

2 End of drop/add for 8-week Classes

6 Deadline for Submitting Conference Hours

6 Deadline for Submitting Syllabus to Department
Chair6 Faculty MUST Report All Students Who Have
Never Attended a SU 2010 Course to Financial Aid
Office by 4:30 p.m. today.

16 Adjunct Faculty Pay Begins

30 Payday


August

6 Semester Ends

13 Payday

9 Final Grades Due 12:00 noon


9 Turn Grade Book into Department Chair

 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