

**Important Dates**

January

- 10 ..... Winter Semester Begins for College Credit Classes
- 18 ..... End of drop/add for 16-week Classes
- 21 ..... Deadline for Submitting Conference Hours
- 21 ..... Deadline for Submitting Syllabus to Department Chair
- 25 ..... Faculty MUST Report All Students Who Have Never Attended a Winter 2011 Course to Financial Aid Office by 4:30 p.m. today.
- 28 ..... Adjunct Faculty Pay Begins

February

- 11 ..... Payday
- 21 ..... Early Progress Report Grades Due
- 25 ..... Payday

March

- 7-11 ..... No classes (spring break)
- 10 ..... Payday
- 11 ..... College Closed
- 25 ..... Payday

April








- 8 ..... Payday
- 9 ..... Last Day to Drop Classes with a "W"
- 22 ..... Payday
- 25 ..... Final Week to Complete Faculty Evaluations

May

- 2 ..... Final Exam Week
- 6 ..... Semester Ends
- 6 ..... Commencement
- 6 ..... Payday
- 9 ..... Final Grades Due 4 p.m.
- 9 ..... Turn Grade Book into Department Chair

Weekend College Dates

- Jan 14 ..... Weekend College Classes Begin
- Jan 18 ..... Last Day to Drop/Add for Weekend Classes
- Mar 4-5 ..... No Weekend Classes (spring break)
- Mar 11-12 .... No Weekend Classes (spring break)
- April 29-30 Weekend College – Final Exams

 Printing Class Lists
<p>www.sc4.edu/wave Log In Wave for Faculty Class Roster Select Term, Submit Check Print Roster, Submit File, Print, OK OK Log Out</p>
 Early Progress Report Grades
<p>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</p>
 Final Grades
<p>www.sc4.edu/wave Log In Wave for Faculty Grading Select Term, Submit Select Final Grades Check Enter Grades, Submit Complete Required Fields Submit</p>
 Accessing Email Off-Campus
<p>www.sc4.edu/exchange Log In</p>
 Accessing Public Folders
<p>www.sc4.edu/exchange Log In Public Folders</p>
 Accessing Voicemail Off-Campus
<p>(810) 989-5777 Push Asterisk (*) once speaking begins &amp; follow prompts</p>
 IT Help Desk
<p>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</p>