

**COMPREHENSIVE CALENDAR  
2008-2009**

ACTIVITY	Aug. 2008	Sept. 2008	Oct. 2008	Nov. 2008	Dec. 2008	Jan. 2009	Feb. 2009	Mar. 2009	Apr. 2009	May 2009	June 2009	July 2009
Adult Education Classes Begin		Sept. 8				Jan. 12						
Board Report Information	Aug. 12	Sept. 26	Oct. 14	Nov. 11	Dec. 9	Jan. 13	Feb. 17	Mar. 17	Apr. 14	May 19	June 16	
Board Meetings	Aug. 28	Sept. 25	Oct. 23	Nov. 20	Dec. 18	Jan. 22	Feb. 26	Mar. 26	Apr. 23	May 28	June 25	TBA
Book Requisition Due Dates			Oct. 17 for Spring					Mar. 20 for Summer & Fall				
CAPC (Curriculum and Academic Planning Council) Meeting Dates	Aug. 21	Sept. 18	Oct. 2 Oct. 16 Oct. 30	Nov. 13	Dec. 4	Jan. 22	Feb. 12 Feb. 26	Mar. 12	Apr. 2 Apr. 16 Apr. 23			
CAPC End-of-Year Reception									Apr. 30			
CAPC Standing Committee Meeting Dates	Aug. 28	Sept. 4 Sept. 11 Sept. 25	Oct. 9 Oct. 23	Nov. 6 Nov. 20	Dec. 11	Jan. 15 Jan. 29	Feb. 5 Feb. 19	Mar. 5 Mar. 19	Apr. 9			
CAPC Retreat (Tentative)						Jan. 30						
Computer Requests								March				
Continuing Education Schedule- Fall	Mailed week of Aug. 4											
Continuing Education Schedule – Spring (Info due to P. Kerns)			Oct. 6									
Continuing Education Schedule – Spring						Mailed week of Jan. 5						
Continuing Education Schedule- Summer (Info due to P. Kerns)							Feb. 23					
Continuing Education Schedule- Summer										Mailed week of		

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										May 4		
Credit Schedule Input – Fall						Jan. 8	Feb. 20					
Credit Schedule Input – Intersession/Summer	Aug. 14	Sept. 26										
Credit Schedule Input – Spring	Aug. 14	Sept. 26										
Credit Schedule Production To Marketing/PR (Spring/ Intersession/Summer)		Sept. 29										
Credit Schedule Production To Marketing/PR (Intersession/ Summer/Fall)							Feb. 23					
Department Chair Meeting	Aug. 5	Sept. 2	Oct. 7	Nov. 4	Dec. 2		Feb. 3	Mar. 3	Apr. 7	May 5	N/A	N/A
Department Chair Meeting with the Vice President/LSSS												
Division Meeting	Aug. 19	Sept. 16	Oct. 21	Nov. 18	Dec. 16	Jan. 20	Feb. 17	Mar. 17	Apr. 21	May 19	N/A	N/A
E-Syllabus					Dec. 13 For Spring				Apr. 24 For Intersession	May 22 For Summer		
Equipment Requests								March				
Fall Workshop Day	Aug. 14											
Faculty Meeting with the Vice President/LSSS												
Faculty of the Year Nominations								Mar. 10				
Final Exam Week					Dec. 8-12					May 4-8	June 4 & 5	
Grades – Due Date					Dec. 12					May 8		
Commencement					Dec. 6					May 9		
GED Commencement											June 7	
SEDOM Commencement										May		

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Graduation Gown Orders			Oct. 2					Mar. 5				
ICCB Accountability	Aug. 1											
Lab Fee Report					Dec. 5							
Last Day to Withdraw (For most 16-wk. courses) [*for most 8-wk. courses]				Nov. 17 for Fall					Apr. 3 for Spring			Jul. 24 *
Low Enrollment Drop Date												
Master Seniority List					Dec. 5							
MCC Night 2008 (5:00 – 7:30 p.m.)		Sept. 10										
Mid-term Week			Oct. 6-10					Mar. 9-13				
Minimum Qualifications Report					Dec. 5							
New Course Proposals (Due to CD&R for approval at the Sept. 25 mtg.)		Sept. 12										
Newly Tenured Faculty Reception (2:00 – 3:00 p.m.)								Mar. 12				
NISOD Nominations				Nov. 21								
Non-Payment Drop Date				Nov. 20 for Spring					Apr. 16 for Summer			July 23 for Fall
Notifications of Change in Course/Curriculum Information (Due to CD&R for approval at the Nov. 20 mtg.)				Nov. 7								
Notifications of Change in Objectives and Outlines												
Performance Report											X	
Position Requests			Oct. 31									

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Professional Development Day			Oct. 14									
Registration Dates – Continuing Students			Oct. 31 Spring & Summer					Mar. 20 Fall	Apr. 7 Fall			
Registration Dates – New Students				Nov. 18 Spring & Summer						May 11 Fall		
Registration Dates – All Students								Mar. 10 Summer				
Remodeling Requests								Mar.				
Requests for Classroom and Lab Software Installations			Oct. 24						Apr. 3			
Software Requests							Feb.					
Sponsored Leave Requests					Dec. 12							
Spring Break Week								Mar. 22- 29				
Spring Workshop Day						Jan. 8						
Staff Development Day			Oct. 14									
Student Orientations												
Tenure Portfolios to Executive Deans, then to VPLSSS, then to Board					Dec. 12 to Exec. Dean	Jan. 9 to VP	Feb. 26 to Board					
Textbook Orders												
TracDat Updates					Dec. 12					May 8		
Underrepresented Groups Report						Jan. 31						
Withdrawals (last day for most 16-week courses)				Nov. 7					Apr. 3			