**Important Dates Calendar for Fall 2021 (202112)**

**August 16 – December 7, 2021 (POT 1)**

**Aug 16-18:** During this period, the “DD” code should be used to modify the registration form in Banner (SFAREGS) for students who notify their instructor that they are withdrawing the class. Students who do not give this notification to their instructor will be considered still enrolled in the class and withdrawn under the excessive absence procedure.

**Aug 16: Graduation Eligibility Screening Deadline.**

**Aug 19 – Oct 18:**  Students who drop a class (or classes) during this period will be assigned a grade of “W”. **Students must withdraw themselves via Banner web (KM) during this period.**

**Aug 30:** No shows due in Banner by 10:00 p.m. No Shows are entered in Banner/Banner Web on SFAALST by placing a “0” in the “Hours” column for the appropriate student.

**Aug 31:** No Shows will be removed from class rosters.

**Sep 9: Payment due by 3 p.m. 1st purge**

**Oct 19– Nov 28 -** Students who drop a class (or classes) during this period will be given a grade “W”. Student who withdraw during this time should contact Meg Burkhardt in the CARE Center. Ms. Burkhardt can be reach by email at **mburkhardt@columbustech.edu.**

**Please Note:**

1. Access to class rosters in Banner/Banner Web (SFAALST) will not be available after due date for entry of No Shows. Permissions will be restored effective **Wednesday, December 1, 2021.**
2. All grades are due **Thursday, December 9, 2021** **by 2:00 pm.** If you assigned grades of incomplete (I) for Summer Semester 2021, the final grade changes are due by noon **Monday, November 29, 2021.**

 Important Dates Calendar for Fall 2021

**August 16– October 5, 2021 (POT 2) MINI-MESTER A**

**Aug 16 - 18:** During this period, the “DD” code should be used to modify the registration form in Banner (SFAREGS) for students who notify their instructor that they are withdrawing from or dropping a class.

**Aug 16: Graduation Eligibility Screening Deadline.**

**Aug 19- Sep 16:** Students who withdraw from a class (or classes) during this period should be assigned a grade of “W”. **Students must withdraw themselves via Banner web (KM) during this period.**

**Aug 30:**  No shows due in Banner by 10:00 p.m. No Shows are entered in Banner/Banner `Web on SFAALST by placing a “0” in the “Hours” column for the appropriate student.

**Aug 31: No shows will be removed from class rosters.**

**Sep 9: Payment due by 3 p.m. 1st purge**

**Sep 24: 1st Purge**

**Sep 17– Sep 25:** Students who drop a class (or classes) during this period will be given a grade “W”. Student who withdraw during this time should contact Meg Burkhardt in the CARE Center. Ms. Burkhardt can be reach by email at **mburkhardt@columbustech.edu.**

**Please Note:**

1. Access to class rosters in Banner/Banner Web (SFAALST) will not be available after due date for entry of No Shows. Permissions will be restored effective **Wednesday, December 1, 2021.**
2. All grades are due **Thursday, December 9, 2021** **by 2:00 pm.** If you assigned grades of incomplete (I) for Summer Semester 2021, the final grade changes are due by noon **Monday, November 29, 2021.**

**Important Dates Calendar for Fall 2021 (202112)**

**October 6, – December 7, 2021 (POT 3) (MINI-MESTER B**

**Oct 6-Oct 8:** During this period, the “DD” code should be used to modify the registration form in Banner (SFAREGS) for students who notify their instructor that they are withdrawing the class. Students who do not give this notification to their instructor will be considered still enrolled in the class and withdrawn under the excessive absence procedure.

**Aug 16: Graduation Eligibility Screening Deadline.**

**Oct 9 – Nov 8:**  Students who drop a class (or classes) during this period will be assigned a grade of “W”. **Students must withdraw themselves via Banner web (KM) during this period.**

**Oct 18:** No shows due via email to Registrar’s office by 10:00 p.m. Please email sdansby@columbustech.edu.

**Oct 19:** No Shows will be removed from class rosters.

Oct 21**: Payment due by 3 p.m. 2ndt purge**

**Nov 9– Nov 28 -** Students who drop a class (or classes) during this period will be given a grade “W”. Student who withdraw during this time should contact Meg Burkhardt in the CARE Center. Ms. Burkhardt can be reach by email at **mburkhardt@columbustech.edu.**

**Please Note:**

1. Access to class rosters in Banner/Banner Web (SFAALST) will not be available after due date for entry of No Shows. Permissions will be restored effective **Wednesday, December 1, 2021.**
2. All grades are due **Thursday, December 9, 2021** **by 2:00 pm.** If you assigned grades of incomplete (I) for Summer Semester 2021, the final grade changes are due by noon **Monday, November 29, 2021.**

**Important Dates Calendar for Fall 2021 (202112)**

**August 16 – December 16, 2021 (ECP)**

**Aug 16-Aug 18:** During this period, the “DD” code should be used to modify the registration form in Banner (SFAREGS) for students who notify their instructor that they are withdrawing the class. Students who do not give this notification to their instructor will be considered still enrolled in the class and withdrawn under the excessive absence procedure.

**Aug 16: Graduation Eligibility Screening Deadline.**

**Aug 19 –Oct 24:**  Students who drop a class (or classes) during this period will be assigned a grade of “W”. **Students must withdraw themselves via Banner web (KM) during this period.**

**Sep 1:** No shows due via email to Registrar’s office by 10:00 p.m. Please email sdansby@columbustech.edu.

**Sep 2:** No Shows will be removed from class rosters.

Sep 9**: Payment due by 3 p.m. 1st purge**

**Oct 25– Dec 7 -** Students who drop a class (or classes) during this period will be given a grade “W”. Student who withdraw during this time should contact Meg Burkhardt in the CARE Center. Ms. Burkhardt can be reach by email at **mburkhardt@columbustech.edu.**

**Please Note:**

1. Access to class rosters in Banner/Banner Web (SFAALST) will not be available after due date for entry of No Shows. Permissions will be restored effective **Wednesday, December 1, 2021.**
2. All grades are due **Tuesday, December 21, 2021** **by 2:00 pm.** If you assigned grades of incomplete (I) for Summer Semester 2021, the final grade changes are due by noon **Monday, November 29, 2021.**