**Important Dates Calendar for Fall 2022 (202312)**

**August 15 – December 7, 2022 (POT 1)**

**Aug 15-17:** 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 Students who do not give this notification to their instructor will be considered still enrolled in the class and withdrawn under the excessive absence procedure.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 15: Graduation Eligibility Screening Deadline.**

**Aug 18 – Oct 23** 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 29:** 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 30:** No Shows will be removed from class rosters.

**Sep 8: Payment due by 3 p.m. 1st purge**

**Oct 24– Nov 5 -** 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 **Thursday, December 1, 2022.**
2. All grades are due **noon** **Monday, December 12, 2022**. If you assigned grades of incomplete (I) for Summer Semester 2022, the final grade changes are due by COB **Monday, December 5, 2022.**

Important Dates Calendar for Fall 2022

**August 15– October 8, 2022 (POT 2) MINI-MESTER A**

**Aug 15 - 17:** 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 15: Graduation Eligibility Screening Deadline.**

**Aug 18- Sep 17:** 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 29:**  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 30: No shows will be removed from class rosters.**

**Sep 8: Payment due by 3 p.m. 1st purge**

**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 **Thursday, December 1, 2022.**
2. All grades are due **noon Monday, December 12, 2022.** If you assigned grades of incomplete (I) for Summer Semester 2022, the final grade changes are due by COB **Monday, December 5, 2022.**

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

**October 10, – December 7, 2022 (POT 3) (MINI-MESTER B**

**Oct 10-Oct 12:** 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.

**Oct 17: Graduation Eligibility Screening Deadline.**

**Oct 13 –**  Nov 14: 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 20:** No shows due via email to Registrar’s office by 10:00 p.m. Please email sdansby@columbustech.edu.

**Oct 24:** No Shows will be removed from class rosters.

**Oct 25: Payment due by 3 p.m. 2ndt purge.**

**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 **Thursday, December 1, 2022.**
2. All grades are due **noon Monday, December 12, 2022.** If you assigned grades of incomplete (I) for Summer Semester 2022, the final grade changes are due by COB **Monday, December 5, 2022.**