**Important Dates Calendar for Summer 2018 (201816)**

**May 14 – July 31, 2018 (POT 1)**

**May 10: Purge for non-payment of tuition and fees**

 **May 14- 16:** 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 Students who do not give this notification to their instructor will be considered still enrolled in the class and withdrawn under the excessive absence procedure.

**May 14: Graduation Eligibility Screening Deadline.**

**May 17 – June 25:**  Students who drop a class (or classes) during this period should be assigned a grade of “W” using the electronic course withdrawal form. Note: The date of withdrawal entered on the electronic course withdrawal formshould be either the day the student asked the instructor to withdraw them from the class or the date upon which the student exceeded the number of allowable absences. **Students may also withdraw themselves via Banner web (KM) during this period.**

**May 29:** No shows due in Banner by 10:00 p.m. No Shows are entered in Banner on SFAALST by placing a “0” in the “Hours” column for the appropriate student.

**May 30** No Shows will be removed from class rosters.

**May 30: Payment due by 12 noon for students who registered after May 7, 2018.**

**May 30: 2nd Purge**

**June 26 – July 27:** Students who drop a class (or classes) during this period should be given a grade of either “WP” or “WF” using the electronic course withdrawal form (depending on their class standing as of their last date of attendance for the class). Note: The date of withdrawal entered on the form should be either the day the student asked the instructor to drop them from the class or the date upon which the student exceeded the number of allowable absences.

**Please Note:**

1. Electronic course withdrawal form: a) log into staff intranet; b) select online forms; c) access course withdrawal form from Academic Affairs section; d) view training as needed. Only the withdrawal code (W, WP, or WF) applicable at the time of form submission will be available for selection; refer to dates above for guidance.
2. All grades are due **Thursday, August 2, 2018** **by noon.** If you assigned grades of incomplete (I) for Spring Semester 2018, the grade changes are due by COB **Thursday, July 26, 2018** before grades are rolled.
3. **Access to class rosters in Banner Web (SFAALST) will not be available after due date for entry of No Shows.**  **Permissions will be restored effective Monday, July 23, 2018.**

 **Revised May 17, 2018**

 **Important Dates Calendar for Summe**r **Semester 2018 (2018116)**

**May 14- Jun 14 (POT 2) MINI-MESTER A**

**May 10** Purge for non- payment and fees **(For all parts of the term)**

**May 14 – 16:** 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.

**May 17 – Jun 2:** Students who withdraw from a class (or classes) during this period should be assigned a grade of “W” using the electronic course withdrawal form. Note: The date of withdrawal entered on the electronic course withdrawal form should be either the day the student asked the instructor to withdraw them from the class or the date upon which the student exceeded the number of allowable absences. **Students may also withdraw themselves via Banner web (KM) during this period.**

**May 29:**  No shows due in Banner by 10:00 p.m. No Shows are entered in Banner Web on SFAALST by placing a “0” in the “Hours” column for the appropriate student.

**May 30:** No shows will be removed from class rosters.

**May 30: Payment due by 12 noon for students who registered after May 7, 2018**

**May 30: 2nd Purge**

**Jun 3 – Jun 11:** Students who withdraw from a class (or classes) during this period should be given a grade of either “WP” or “WF” using the electronic course withdrawal form (depending on their class standing as of their last date of attendance for the class). Note: The date of withdrawal entered on the form should be either the day the student asked the instructor to drop them from the class or the date upon which the student exceeded the number of allowable absences.

**Please Note:**

1. Electronic course withdrawal form: a) log into staff intranet; b) select online forms; c) access course withdrawal form from Academic Affairs section; d) view training as needed. Only the withdrawal code (W, WP, or WF) applicable at the time of form submission will be available for selection; refer to dates above for guidance.
2. All grades are due **Thursday, August 2, 2018** **by noon.** If you assigned grades of incomplete (I) for Spring Semester 2017, the grade changes are due by **COB** **Thursday, July 26, 2018** before grades are rolled.
3. **Access to class rosters in Banner Web (SFAALST) will not be available after due date for entry of No Shows.**  **Permissions will be restored effective Monday, July 23, 2018.**

 **May 15, 2018**