

## Master Calendar 2017-2018

### FALL 2017

#### AUGUST

|       |                    |  |
|-------|--------------------|--|
|       |                    | Employees should submit Educational Assistance Requests prior to course start date.                                  |
| 1     | Tuesday            | Last Day for Pre-Registered Students to Pay Tuition for Fall Semester—All tuition <b>MUST</b> be paid by 5:00 p.m.   |
| 1     | Tuesday            | Certification letter from Foundation Executive Director to college president and VCCS Chancellor (annual deadline)   |
| 2     | Wednesday          | Classes End for 10 Week Session (May 22 - August 2)  |
| 3     | Thursday           | Classes End for 2nd Five-Week Session (June 28-August 3)   |
| 4     | Friday             | Grades Due from Faculty for 10 Week Session (May 22 - August 2)  |
| 4     | Friday             | Grades due from Faculty for second 5-week summer session (3:00 p.m.)   |
| 7     | Monday             | Grades Available Online for Students (5:00 pm) from 10 Week Session  |
| 7     | Monday             | Grades from first 2nd Five Week summer session available online for students (5:00 p.m.)                             |
| 7     | Monday             | WCC Scholarship Foundation Board Meeting (6:00 pm, MTC Conf Room); Foundation Investment Committee Meeting (5:15 pm) |
| 8     | Tuesday            | Extended Registration Hours for Smyth County - The Summit Center of WCC (8a-7p)                                      |
| 14-17 | Monday-Thursday    | Extended Registration Hours  |
| 16-17 | Wednesday-Thursday | Faculty In-Service Days  |
| 16    | Wednesday          | College Success Skills Orientation (SDV 100,101&104) (5:00 p.m. – 8:00 p.m.)   |

## Master Calendar 2017-2018

|                  |                 |  |
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| 16               | Wednesday       | Adjunct Faculty General Session/Dinner (5-8 pm)  |
| 17               | Thursday        | College Success Skills Orientation (SDV 100,101&104) (9:00 a.m. – 12:00 p.m.)                        |
| 17               | Thursday        | WCC Board, Faculty, Staff Picnic (5p.m.-6p.m.)   |
| 17               | Thursday        | WCC Educational Foundation Board Meeting (6:00 pm, Galax 201-202); meets after Picnic around 6:30 pm |
| 17               | Thursday        | Transfer, Business & Social Science Division (9:00 am - 10:30 am) (Johnson Lobby)                    |
| 18               | Friday          | Registration & Advising, New Student Orientation   |
| 21               | Monday          | First day of classes   |
| 21               | Monday          | Senior Citizens Day  |
| 21st-24th        | Monday-Thursday | Extended Registration Hours, WCC Campus (8a-7p: Student Support Offices & Bookstore Open             |
| 23               | Wednesday       | National Machinist Day   |
| 28               | Monday          | Last day to add a class without instructor approval  |
| 28               | Monday          | Bow Tie Day  |
| 30               | Wednesday       | Campus Welcome Back Pizza Party at all WCC Locations!  |
| <b>SEPTEMBER</b> |                 |  |
|                  |                 | Employees should submit Educational Assistance Requests prior to course start date.                  |
|                  |                 | National Prostate Cancer Awareness Month   |
| 1                | Friday          | College Colors Day   |
| 4                | Monday          | Labor Day Holiday - College closed - No classes  |

### Master Calendar 2017-2018

|         |                  |  |
|---------|------------------|--|
| 6th-8th | Wednesday-Friday | CODD (9/6-9/7); ASAC (9/7-9/8) Place-TBD; Hampton)                                 |
| 7       | Thursday         | WCC Board Meeting (6:00 p.m.) Orientation( 4:30 p.m.) (Galax 202)                  |
| 7       | Thursday         | GO Virginia Meeting GH 219 10 AM   |
| 8       | Friday           | Last day to drop a course, change from audit to credit and receive tuition refund. |
| 8       | Friday           | World Physical Therapy Day   |
| 9       | Friday           | Last day to drop a course and receive tuition refund                               |
|         |                  | Last day to change from audit to credit or from credit to audit                    |
| 10      | Sunday           | National Grandparents Day  |
| 13      | Wednesday        | Fire Drill 10:00 AM (All WCC locations)  |
| 13      | Wednesday        | Early Constitution day Event   |
| 13      | Wednesday        | Athletics Committee Fincastle Hall 211 (12:30p)                                    |
| 15      | Friday           | VCCS Spring research grants and mini-grants awards deadline                        |
| 17      | Sunday           | Constitution Day   |
| 18      | Monday           | Enrollment and Marketing Committee meeting (BH/238 PCR) 12:30-1:30p                |
| 20      | Wednesday        | SSA Meeting (PCR) (9:00 AM - 10:00 AM)   |
| 20      | Wednesday        | QEP Meeting (12:30-1:15p) FH/105   |
| 21      | Thursday         | Art Night  |
| 26      | Tuesday          | Safety Committee (1:30 - 2:30 p) MTC Conf Room, Grayson Hall                       |

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| <b>Master Calendar 2017-2018</b> |  |  |
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|    |        |                                      |
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| 29 | Friday | Open House for Regional High Schools |
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## Master Calendar 2017-2018

### OCTOBER

|           |           |   |
|-----------|-----------|---|
|           |           | Employees should submit Educational Assistance Requests prior to course start date. |
|           |           | Breast Cancer Awareness Month   |
| 1         | Sunday    | FISAP Report (Financial Aid)  |
| 3         | Tuesday   | Diversity and Inclusion Committee (2-3p) Carroll Hall 203                           |
| 4         | Wednesday | PINK'd Out Breast Cancer Awareness  |
| 4         | Wednesday | Policies and Procedures Committee (12:25-1:25p) Carroll Hall 203                    |
| 10        | Tuesday   | Fall Esprit Summit Center 12p - 2p  |
| 11        | Wednesday | Fall Esprit Wytheville Campus 12p - 2p  |
| 12        | Thursday  | Fall Esprit Crossroads 12p - 2p   |
| Middle of |           | SCHEV Data File (Financial Aid)   |
| 13        | Friday    | College-Wide In-Service - <b>COLLEGE CLOSED</b> - No classes                        |
| 16        | Monday    | Boss' Day   |
| 16        | Monday    | Enrollment and Marketing Committee meeting (BH/238 PCR) 12:30-1:30p                 |
| 20        | Friday    | National Mammography Day  |
| 20        | Friday    | Application deadline for Fall Graduation  |
| 25        | Wednesday | International Artists Day   |

## Master Calendar 2017-2018

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| 26              | Thursday        | Community Halloween Celebration beginning at 5 pm  |
| 27              | Friday          | Last day to withdraw from class and receive a "W"  |
| 31              | Tuesday         | Halloween  |
| <b>NOVEMBER</b> |                 |  |
|                 |                 | Employees should submit Educational Assistance Requests prior to course start date.                                  |
|                 |                 | President receives recommendations for multi-year appointments from VP of Instruction (verified by HR & Deans)       |
| 1               | Wednesday       | Nominations for Faculty Recognitions are due by November 1; Nominations for "Rewards" due November 1 and April 1     |
| 1               | Wednesday       | LPN to RN Bridge Application Deadline  |
| 3               | Friday          | National Sandwich Day  |
| 5               | Sunday          | Daylight Savings Time Ends   |
| 6               | Monday          | Campus Blood Drive   |
| 6               | Monday          | WCC Scholarship Foundation Board Meeting (6:00 pm, MTC Conf Room); Foundation Investment Committee Meeting (5:15 pm) |
| 6th-10th        | Monday-Friday   | Advisement week for Spring Semester  |
| 9               | Thursday        | WCC Board Meeting (Tentatively meeting at Summit Center in Marion, VA) (6:00 p.m. meeting)                           |
| 9               | Thursday        | Early Veterans Day Event   |
| 9th & 10th      | Thursday-Friday | ASAC Meeting (VCCS, Richmond, VA)  |

## Master Calendar 2017-2018

|                 |                 |  |
|-----------------|-----------------|--|
| 10th-12th       | Friday - Sunday | Student Leadership Conference (Virginia Beach)   |
| 11              | Sunday          | Veterans Day   |
| 12              | Thursday        | Tornado Drill 2:15 pm (All WCC Locations)  |
| 13              | Monday          | Early Registration for Spring Semester Begins  |
| 13              | Monday          | Application for graduation for Spring and Summer 2018 due  |
| 14              | Tuesday         | Shelter in Place 10:00 AM (All WCC Locations)  |
| 15              | Wednesday       | QEP Meeting (12:30-1:15p) GH/219   |
| 16              | Thursday        | WCC Educational Foundation Board Meeting (6:00 pm, Galax 201-202); Investment Committee Meeting at 5:15 pm   |
| 20-21           | Mon. – Tues.    | Faculty In-service Days – No Classes   |
| 22-24           | Wed. - Fri.     | Thanksgiving Holidays – College Closed - No classes  |
| 26              | Sunday          | Cake Day   |
| <b>DECEMBER</b> |                 |  |
|                 |                 | Employees should submit Educational Assistance Requests prior to course start date.  |
|                 |                 | National Stress Free Month!  |
| 1               | Friday          | Last day for Pre-Registered Students to Pay Tuition for Spring Semester (Must be paid by 5:00 pm)  |
| 6               | Wednesday       | Campus Zumba Class   |
| 1-15            |                 | Committee on multi-year appointments meets; sends memo of decision to President; signed appointment proposals are returned to the President's office by appointed faculty. |

## Master Calendar 2017-2018

|                    |                     |   |
|--------------------|---------------------|---|
| 12 & 13            | Tuesday & Wednesday | Finals Breakfast  |
| 8                  | Thursday            | Transfer, Business & Social Science Division (9:00 am - 10:30 am) (Johnson Lobby)                                     |
| 12                 | Tuesday             | Poinsettia Day of the World   |
| 11                 | Monday              | Last day of classes   |
| 12th-15th          | Tuesday-Friday      | Final Exams for day classes   |
| 12th-18th          | Tuesday-Monday      | Final Exams for night classes   |
| 19-20              | Tuesday             | In-service Days; <b>Grades due by 9:00 AM</b>   |
| 22                 | Saturday            | Holiday Begins - All Employees  |
| 31                 | Sunday              | New Year's Eve  |
| <b>SPRING 2018</b> |                     |   |
| <b>JANUARY</b>     |                     |   |
|                    |                     | Employees should submit Educational Assistance Requests prior to course start date.                                   |
| Jan-Feb            |                     | President receives recommendations for multi-year appointments from VP of Instruction (verified by HR and Deans)      |
| 1                  | Monday              | Deadline to review all forms of substantive change anticipated in the coming year per WCC's substantive change policy |
| 1                  | Monday              | New Year's Day (Holiday) - <b>College closed</b>  |
| 2                  | Tuesday             | Holiday - <b>College Closed</b>   |



## Master Calendar 2017-2018

|          |                         |  |
|----------|-------------------------|--|
| 3rd-5th  | Wednesday-Friday        | Registration & Advising  |
| 3rd-5th  | Wednesday-Friday        | Extended Registration Hours - All Locations (8 am-7 pm: Student Support Offices & Bookstore Open on Main Camous) |
| 3        | Wednesday               | National Spaghetti Day   |
| 4        | Thursday                | College Success Skills Orientation (SDV 100, 101, & 104) - (9a - 12p)  |
| 5        | Friday                  | Advising, Student Orientation, Registration  |
| 5        | Friday                  | Transfer, Business & Social Science Division (9:00 am - 10:30 am) (Johnson Lobby)                                |
| 5        | Friday                  | National Technology Day  |
| 8        | Monday                  | First day of classes   |
| 8th-11th | Monday - Thursday       | Extended Registration Hours - (8 am-7 pm: Student Support Offices & Bookstore Open on Main Camous)               |
| 15       | Monday                  | Martin Luther King, Jr. Holiday - College closed - No classes  |
| 16       | Tuesday                 | Last day to add a class without instructor approval  |
| 24       | Wednesday               | Welcome Back Brunch  |
| 26       | Friday                  | Last day to drop a course and receive tuition refund   |
|          |                         | Last day to change from audit to credit, or from credit to audit   |
| 28       | Sunday (observe Monday) | National Have Fun at Work Day  |
| End of   | January                 | Request for Honorary Degrees due for State Board consideration   |

## Master Calendar 2017-2018

### FEBRUARY

|      |               |  |
|------|---------------|--|
|      |               | Employees should submit Educational Assistance Requests prior to course start date.                                  |
|      |               | <b>Black History Month Selfie &amp; Writing Contest</b>  |
| 1    | Thursday      | Chancellor's Awards for Commonwealth Professorship and Faculty Fellowship deadline                                   |
| 2    | Friday        | <b>Groundhog Day</b>   |
| 2    | Friday        | <b>National Wear Red Day</b>   |
| 5    | Monday        | WCC Scholarship Foundation Board Meeting (6:00 pm, MTC Conf Room); Foundation Investment Committee Meeting (5:15 pm) |
| 9    | Friday        | Transfer, Business & Social Science Division (9:00 am - 10:30 am) (Johnson Lobby)                                    |
| 14   | Wednesday     | <b>Valentine's Day</b>   |
| 14   | Wednesday     | <b>Blood Drive</b>   |
| 14   | Wednesday     | <b>QEP Meeting (12:30-1:15p) GH/219</b>  |
| 15   | Thursday      | Commencement dates, times, and speakers to Chancellor  |
| 15   | Thursday      | WCC Educational Foundation Board Meeting (6:00 pm, Galax 201-202); Investment Committee Meeting at 5:15 pm           |
| 15   | Thursday      | Departmental budgets due to Vice President of Finance and Administration   |
| 15   | Thursday      | Deadline to Apply for Selective Admission Health Programs (RN, PTA, MLT, DH)   |
| Late | Feb-mid March | Nominations accepted for Support Staff, Professional/Administrative Faculty Award, Faculty Reward & Recognitions     |

## Master Calendar 2017-2018

|                     |               |  |
|---------------------|---------------|--|
| 16                  | Friday        | National Caregivers Day  |
| 19                  | Monday        | Enrollment and Marketing Committee meeting (BH/238 PCR) 12:30-1:30p  |
| 21                  | Wednesday     | SSA Meeting (PCR) (9:00 AM - 10:00 AM)   |
| 21                  | Wednesday     | Virtual Reality Tournament   |
| <b><u>MARCH</u></b> |               |  |
|                     |               | Employees should submit Educational Assistance Requests prior to course start date.  |
| Mid March           | to Late March | President appoints Ad Hoc Committee for Support Staff Awards and Prof/Administrative Faculty Award; committee meets and sends memos of recommendation to President |
| 1                   | Thursday      | Deadline for Faculty Award nominations in the Vice President of Instruction and Student Development Office   |
| 1                   | Thursday      | Deadline for Support Staff and Prof/Administration Faculty Award nominations to President's Office.  |
| 1                   | Thursday      | President appoints Faculty Awards and Recognition Committee  |
| 2                   | Friday        | Read Across America Day  |
| 2                   | Friday        | COLLEGE CLOSED - College Wide Inservice - No Classes   |
| 7                   | Thursday      | WCC Board Meeting (5:30 p.m. meeting) (Galax 202)  |
| 7                   | Thursday      | WCC Paint Night  |

## Master Calendar 2017-2018

|              |                  |   |
|--------------|------------------|---|
| 4th-10th     | Sunday-Sturday   | Dental Assistants Recognition Week  |
| 5th-9th      | Monday-Friday    | Faculty/student spring break – No classes   |
| 7th-9th      | Wednesday-Friday | CODD (3/7-3/8); ASAC (3/8-3/9) (TBD, Blacksburg, VA)                                |
| 11           | Sunday           | Daylight Savings Time starts (Spring Forward)                                       |
| 13           | Monday           | Tornado Drill 2:00 PM (All WCC Locations)   |
| 12th-16th    | Monday-Friday    | Entire Week Long Display - Student Art Gallery & Display                            |
| 15           | Thursday         | Last day to withdraw from class and receive a "W"                                   |
| 17           | Saturday         | St. Patrick's Day   |
| 19           | Monday           | National Certified Nurses Day   |
| 19           | Monday           | Enrollment and Marketing Committee meeting (BH/238 PCR) 12:30-1:30p                 |
| 19           | Monday           | Registration for Summer Semester Begins   |
| 21           | Wednesday        | SSA Meeting (PCR) (9:00 AM - 10:00 AM)  |
| 24th-25th    | Saturday-Sunday  | International Student Leadership Conference   |
| 26           | Monday           | Student Talent Show   |
| <b>APRIL</b> |                  |   |
|              |                  | Employees should submit Educational Assistance Requests prior to course start date. |
|              |                  | National Welding Month  |
|              |                  | Mathematics and Statistics Awareness Month  |
| 1            | Sunday           | VCCS Fall research grants and mini-grant awards deadline                            |

## Master Calendar 2017-2018

|                   |                 |   |
|-------------------|-----------------|---|
| 2                 | Monday          | Early Registration for Fall 2018 Semester begins                                    |
| 3                 | Tuesday         | Spring Fling Summit Center 12p-2p   |
| 4                 | Wednesday       | Spring Fling Wytheville Campus 12p-2p   |
| 5                 | Thursday        | Spring Fling Crossroads Campus 12p-2p   |
| 7th-13th          | Saturday-Friday | National Dental Hygienists Week   |
| 10                | Tuesday         | Fire Drill 11:15 AM (All WCC Locations)   |
| 11                | Wednesday       | Dress for Success Event   |
| 13                | Friday          | Year-end spend deadline for academic and operational departments                    |
| 18                | Wednesday       | QEP Meeting (12:30-1:15p) GH/219  |
| 18                | Wednesday       | National Lineman Appreciation Day   |
| 25                | Wednesday       | Administrative Professionals' Day   |
| 22-28             | Sunday-Saturday | Medical Laboratory Professionals Week   |
| 27                | Friday          | Transfer, Business & Social Science Division (9:00 am - 10:30 am) (Johnson Lobby)   |
| 30                | Monday          | Last day of classes   |
| <b><u>MAY</u></b> |                 |   |
|                   |                 | Employees should submit Educational Assistance Requests prior to course start date. |
| 1                 | Tuesday         | Last Day for Pre-Registered Students to Pay Tuition for Summer Session              |
| 1                 | Tuesday         | Discontinued programs report to State Board   |

### Master Calendar 2017-2018

|           |                   |   |
|-----------|-------------------|---|
| 1         | Tuesday           | All reimbursement requests (travel and qualifying mileage) must be turned into the Business Office.                         |
| 1         | Tuesday           | All current and anticipated internal (between departments) and external billing should be submitted to the Business Office. |
| 1st-2nd   | Tuesday-Wednesday | Finals Breakfast  |
| 1st - 4th | Tues - Fri        | Final exams for day classes   |
| 1st - 7th | Tues - Mon        | Final exams for night classes   |
| 4         | Friday            | Honors Convocation  |
| 5         | Saturday          | Cinco de Mayo   |
| 6         | Sunday            | National Nurses Day   |
| 7         | Monday            | WCC Scholarship Foundation Board Meeting (6:00 pm, MTC Conf Room); Foundation Investment Committee Meeting (5:15 pm)        |
| 8         | Tuesday           | National Teacher Appreciation Day   |
| 8         | Tuesday           | Faculty In-service Day;   |
| 9         | Wednesday         | College-Wide Emergency Preparedness Exercise: <b>College Closed</b>   |
| 9th-11th  | Wed-Fri           | Faculty In-service days   |
| 10        | Thursday          | Faculty and Staff Award Recognitions announced by President to the College community  |

### Master Calendar 2017-2018

|                    |           |  |
|--------------------|-----------|--|
| 12                 | Saturday  | Health Professions Curricula Pinnings and Graduations  |
| 13                 | Sunday    | Mother's Day   |
| Mid May            |           | Employees should submit Educational Assistance Requests prior to course start date.                                      |
| 14th-15th          | Mon-Tues  | In-Service Days  |
| 17                 | Thursday  | WCC Educational Foundation Board Meeting (6:00 p.m., Galax 201-202); Foundation Investment Committee Meeting (5:15 p.m.) |
| 21                 | Monday    | Summer School Begins   |
| 28                 | Monday    | Memorial Day   |
| 31                 | Thursday  | ASAC Meeting (VCCS, Richmond, VA)  |
| <b><u>JUNE</u></b> |           |  |
|                    |           | Employees should submit Educational Assistance Requests prior to course start date.                                      |
| 1                  | Friday    | ASAC Meeting (VCCS, Richmond, VA)  |
| 1                  | Friday    | College Technology Plan to VCCS (annual deadline)  |
| 1                  | Thursday  | Last day to enter orders into eVa for Grant and Local Fund purchases   |
| 3                  | Sunday    | National Cancer Survivor's Day   |
| 6                  | Wednesday | National Higher Education Day  |
| 7                  | Thursday  | WCC Board Meeting (5:30 p.m. meeting) (Galax 202)  |
| 15                 | Friday    | All purchases must arrive and payments be processed in full  |

**Master Calendar 2017-2018**

|             |           |   |
|-------------|-----------|---|
| 17          | Sunday    | Father's Day  |
| 20          | Wednesday | SSA Meeting (PCR) (9:00 AM - 10:00 AM)  |
| 30          | Saturday  | Fiscal Year End (FY2017)  |
|             |           |   |
| <b>JULY</b> |           |   |
|             |           | Employees should submit Educational Assistance Requests prior to course start date. |
| 1           | Saturday  | Begin Fiscal Year 2018 (FY2018)   |
| 1           | Saturday  | Delegation of Signature Authority to VCCS (annual deadline)                         |
| 1           | Saturday  | Submit information regarding State Appeals Panel Appointments (annual deadline)     |
| 4           | Wednesday | Independence Day  |