

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 MUST 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.)

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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!
SEPTEMBER		
		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

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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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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
4	Wednesday	National Taco Day
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 - COLLEGE CLOSED - 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

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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
NOVEMBER		
		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)

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10th-12th	Friday - Sunday	Student Leadership Conference (Virginia Beach)
10	Friday	Health & Occupational Division Meeting (9a-11a) FH/105 (changed from 11/17 to 11/10)
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
DECEMBER		
		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)
1	Friday	Health & Occupational Division Meeting

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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.
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; Grades due by 9:00 AM
22	Friday	Holiday Begins - All Employees
31	Sunday	New Year's Eve
SPRING 2018		
<u>JANUARY</u>		
		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

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1	Monday	New Year's Day (Holiday) - College closed
2	Tuesday	Holiday - College Closed
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

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End of	January	Request for Honorary Degrees due for State Board consideration
<u>FEBRUARY</u>		
		Employees should submit Educational Assistance Requests prior to course start date.
		Black History Month Selfie & Writing Contest
1	Thursday	Chancellor's Awards for Commonwealth Professorship and Faculty Fellowship deadline
2	Friday	Groundhog Day
2	Friday	National Wear Red Day
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	Valentine's Day
14	Wednesday	Blood Drive
14	Wednesday	QEP Meeting (12:30-1:15p) GH/219
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

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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
<u>MARCH</u>		
		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

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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
APRIL		
		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

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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
<u>MAY</u>		
		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

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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: College Closed
9th-11th	Wed-Fri	Faculty In-service days
10	Thursday	Faculty and Staff Award Recognitions announced by President to the College community

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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)
<u>JUNE</u>		
		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

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17	Sunday	Father's Day
20	Wednesday	SSA Meeting (PCR) (9:00 AM - 10:00 AM)
30	Saturday	Fiscal Year End (FY2017)
JULY		
		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