

SOC Planning - Spring 2017

Holidays & Important Dates

January 1 (Su)	New Year's Day
January 2 (M)	New Year's Holiday (observed)
January 9 (M)	First day of Instruction
January 16 (M)	Martin Luther King, Jr. Day
February 20 (M)	Presidents' Day
March 3 (F)	Non-Instructional Day
March 27 (M)	Prince Kūhiō Day (observed)
March 27-31 (M-F)	Spring Break
April 14 (F)	Good Friday
May 3 (W)	Last Day of Instruction
May 4 (R)	Writing Exams
May 5 (F)	Exams for Friday-only classes
May 8-11 (M-R)	Final Exam Week
May 15 (M)	All grades due

DCs: Please work with West HI to discuss Spring 2017 Distance Education needs/offerings.
Also, please consult with your faculty to determine who will teach the DE classes.

SEPTEMBER Sept. 2, 2016 (Fri) = **COMPLETED** Spring 2017 DE Request Forms due to DE Coordinator.
** Instructors must submit forms to DCs... DCs must **REVIEW forms for accuracy**.
** AFTER review and approval by DCs, then forms are submitted to DE Coordinator.
** NOTE: original forms are due, keep a copy for your records (or submit electronically)

Sept. 6, 2016 (Tues) = Spring 2017 Part-of-Term information due to Sherrie Ann (SASW)
** Reminder: Part of Term contact hours are based on 60-minute classes!!
** Do not include Holidays / school closures (listed above).
** DCs will submit ONE form with ALL the part-of-term requests for their department

Sept. 9, 2016 (Fri) = DC's to give schedule worksheets to clerical staff.
** Fill in worksheets completely!

Sept. 12-21, 2016 (Mon-Wed) = Tentative Spring Input by clerical
** DCs to review schedule after input is finished

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Sept. 22-29, 2016 (Thurs-Thurs) = DCs *review entered classes!* OK to make changes.

Sept. 30, 2016 (Fri) = Spring book orders due to the bookstore (CRNs need to be included)

OCTOBER

Oct. 7, 2016 (Friday) = Submit completed Spring "COMMENTS" form to your clerical staff.

** Forms will be sent in a later e-mail

** Include CRNs on the form!

** Clerical staff will receive form for in-person classes only.

** DE classes should have already had comments on the original request forms. This form is for additional comments inadvertently left off original request. Send DE comments to SASW.

Oct. 21, 2016 (Friday) = Deadline for Clerical to enter Spring Comments

DCs must *review the printout* of their department's classes (run rpt reports).
Make corrections as needed.

Oct. 28, 2016 (Friday) = Deadline to make corrections/changes to the Spring schedule.

NOVEMBER

"Check Class Availability" website link activated for the Spring semester.

** *LAST CHANCE* for DCs, faculty, and lecturers to review and/or correct the schedule before Early Registration begins (tentatively **November 7th**).

(Changes must be made **BEFORE** students begin registering!)