

Outreach Dates

January

- New students must be registered by 4 pm on the Friday before the start of the regular semester.
- January 15 –All data needs to be entered for fall Semester.

- **Contracts are due within 1 week of start of classes.**
- 1st three weeks in January, Bookstore charges.
- 8 days after start of classes, late registration ends and end of 100% refund period.
- 29 days after start of classes, 25% refund period ends.

- Distribute and return paperwork for spring instructors.

- Submit completed grades for previous fall semester “IP” grades that were assigned in December as soon as your calendar semester ends.
- If you know of any new or returning Veterans, please advise Amy as soon as possible.

- Start applying for scholarships and federal financial aid for the following year.
- End of January, scholarships and Financial Aid will be credited to student accounts and financial Aid refund checks will be available in the Copy Center.

- Submit registrations for summer as they become available. (Register students for classes they need for graduation ASAP).

February

- February 1 -Financial Aid checks not picked up will be mailed.
- **February 1 – Spring Syllabi Due.**
- **February 10 – Concurrent/Dual Registrations due.**
- **February 15 – Honor roll cut off date**
- February 25-All data possible needs to be entered for spring.

- Submit drop/add cards as necessary including last dates of attendance.
- Submit total withdrawal forms as necessary.
- Continue to correct “IP” grades as they become available.

- Attend a local FAFSA Frenzy event.

March

- **March 1 – Course Requests for summer due.**
- **March 15 – Course Requests for fall due.**
- **March 15 – Summer book orders are due.**
- **March 15 – Priority deadline for scholarships for incoming freshmen. Prospective freshmen need to have the following submitted to EWC prior to 3/15:**
 - Completed FAFSA
 - Seven semester high school transcript
 - EWC application
- **March 15 – Spring Data Pull Date**

- Submit registrations for summer/fall as they become available.
- Submit mid-term deficiencies according to specific dates assigned by the VP for Student Services.
- Check mid-term rosters for accuracy; report any discrepancies immediately so corrections can be made.
- Intent cards & degree evaluations must be turned in and requested by mid March for December graduates.

- When registering known Veterans, please make sure that all classes apply towards their declared degree. If degree changes are made, please notify Amy as soon as possible. If there are any questions about applicable classes please call Amy.
- Respond to financial aid need additional information letters.
- Apply for summer financial aid.

April

- **April 1 – Class Lists for summer and fall need to be completed.**
- April 1 - Federal Financial Aid priority deadline for following year
- **April 15 – Brochures for summer and fall need to be completed.**
- **April 15 – Fall book orders are due.**
- Continue to send in registration forms for summer and fall of upcoming term.
- Send in any Concurrent, Dual & Jumpstart registrations for classes that may be held during the summer semester.

May

- Send in any Concurrent, Dual & Jumpstart registrations for classes that may be held during the summer semester.
- Submit final grades as soon as possible.
- Submit completed “IP” grades as soon as possible.
- Continue to send in registrations for summer and fall semesters.

June

- June 1 – Continuing Student Scholarship application deadline for following year.
- **June 15 – Syllabi for summer classes are due.**
- **June 15 – Honor roll cut off date**
- June 15-All Data must be entered for spring semester.
- Submit completed “IP” grades from previous semesters (concurrent and incomplete).

July

August

- August 5-August 23 – Free shipping for Outreach
- New students must be registered by 4 pm on the Friday before the start of the regular semester.
- Distribute and return paperwork for fall instructors.
- Submit registration cancellations, no shows, and additional registrations as soon as they become available.

September

- September 3 – Last day to return books to the bookstore for 100% refund.
- September 15-All data must be entered for summer semester.
- **September 15 – Fall Syllabi Due.**
- **Contracts are due within 1 week of start of classes.**
- 8 days after start of classes, late registration ends and end of 100% refund period.
- 29 days after start of classes, 25% refund period ends.
- Continue to notify Records Office of registration cancellations and no shows.

- Submit additional registrations for block classes.
- Schedule scholarship and financial aid nights

October

- **October 1 – Course requests for spring due.**
- **October 1 – Concurrent/Dual registrations due to Outreach Office.**
- October 10 – All data possible must be entered.
- **October 15– Spring book orders are due.**
- **October 15 – Fall Data Pull Date**
- Submit mid-term grades by date assigned from the VP for Student Services.
- Registrations for block classes should be submitted PRIOR to the beginning of mid-term classes.
- Check mid-term rosters for accuracy. Report any discrepancies immediately so that corrections can be made regarding high school students.
- Attend local high school financial aid night

November

- **November 1 - Class List for spring due.**
- **November 15 – Brochures for spring due.**
- Continue to submit drop/add cards with appropriate dates as they become available.
- When registering known Veterans, please make sure that all classes are applicable towards their declared degree. If degree changes are made, please notify Amy as soon as possible. If there are any questions about applicable classes please contact Amy.
- Try to register Veterans as early as possible, so that if there are any questions, we can get answers without delaying certification/payments.
- Intent cards & degree evaluations must be turned in and requested by Mid November (for SP/SU).
- Attend high school counselor workshop for following year

December

- Submit FINAL grades as soon as they become available and no later than the dates assigned by the VP for Student Services.
- Submit completed “IP” grades as soon as the school system semester is completed if date is different than EWC’s end of semester.

Withdrawal from Individual classes – Block Semester	Through the 15 th calendar day after middle of class with a “W”
Withdrawal from Individual Classes – Regular Semester	Through the 15 th calendar day after middle of class with a “W”
Withdrawal from College – Regular Semester	Before the last 15 calendar days of the semester
Withdrawal from College – Block Semester	Before the last 15 calendar days

Due Dates:

	Fall	Spring	Summer
Course Request	3/15	10/1	3/1
Book Orders	4/15	10/15	3/15
Concurrent/Dual Registrations	10/1	2/10	
Adjunct Contracts	Within 1 wk of start of classes	Within 1 wk of start of classes	Within 1 wk of start of classes
Syllabi	9/15	2/1	6/15
Class List/Brochure	4/1	11/1	4/1
Brochures	4/15	11/15	4/15