Complete the orientation quiz (new faculty) & review handbook

Order textbooks ONLINE after schedule is published

Put textbook on reserve in library if needed

Fill-out copyright form if needed

Upload course syllabus two days before start of classes

Check Banner roster for students incorrectly enrolled in your class

Update your schedule on your faculty page before start of class

Two business days before classes start, be sure the “Introduction to the Course” module is ready for fully online courses

Report attendance with 0s and 9s

Submit Early Alert report in Banner at 25%

Last day for students to withdraw or be withdrawn with a W

60% of term
Submit Faculty-Initiated Withdrawals for all students who stop attending before 60% of term. Form opens in Internet Explorer ONLY.

Give final exams

Final grades due

Dates Needed on Syllabus
First Day of Class – Jan. 6th
Holidays
Winter Break (Cont’d), Jan. 1st
Martin Luther King, Jr., Jan. 18th
Spring Break, Feb. 29 – Mar. 4th
Last Day of Class – Apr. 26th
Final Exams - Apr. 27-28th

Spring Main, 2016

Before classes begin

Early

Midterm

After midterm

End of semester