

**SCC – WINTER QUARTER 2018 IMPORTANT DATES TO REMEMBER  
(SIGNATURE REQUIREMENTS AND OTHER DEADLINES)**

October 20	➤ <b>Financial Aid priority date for new WINTER Quarter students.</b> Students who submit documents after this date may be awarded on a funds-available basis. The Financial Aid Office cannot guarantee that awards will be available by the tuition due date
October 30	➤ Current student registration for WINTER Quarter begins for students with 30 or more credit
November 1	➤ Current student registration for WINTER Quarter begins for students with less than 30 credits
November 3	➤ Returning students and students with prior college (not currently enrolled) registration begins
December 7	➤ <b>TUITION PAYMENT DUE FOR WINTER QUARTER REGISTRATION.</b> Students who register after December 7, tuition payment is due by 4:30pm the next business day
December 13	➤ <b>New Student Admission application deadline for WINTER Quarter</b> (for new students with no prior college)
December 19	➤ Last day to enroll for Tuition Installment Payment Plan (TIPP) registration by 4:30pm
December 25 (Monday)	➤ Holiday – Christmas Day. Campus Closed
January 1 (Monday)	➤ Holiday – New Year’s Day. Campus Closed
January 3 (Wednesday)	➤ <b>WINTER QUARTER CLASSES BEGIN!</b>
January 4 🌧️	➤ Last day to add classes online in ctcLink or in-person without instructors signature/permission ➤ Last day for students to be automatically moved to waitlisted classes (if space available by noon)
January 5 – 9	➤ Instructor signature required to add classes even if space is available ➤ Division dean <b>AND</b> instructor signatures required for full online classes ➤ CCS employees, Washington State Public Employees and Senior Citizens tuition waivers (as space available). (No signatures required January 5 <sup>th</sup> ; instructor signatures required January 8 <sup>th</sup> & 9 <sup>th</sup> )
January 9 (Tuesday) 🌧️	➤ Last day to receive 100% refund for reducing credits or withdrawing from WINTER Quarter
January 10 - continued	➤ To ADD a class: Instructor <b>AND</b> Vice President of Instruction signature/permission required (( <b>Dynamic Dated or OEE (open entry/exit) enrollment classes may be added without instructor signature through the first day of class</b> )) ➤ Division dean, instructor <b>AND</b> Vice President of Instruction approval is required for full online classes
January 10 – 22 🌧️	➤ 50% refund period for reducing credits or withdrawing from WINTER Quarter ➤ <b>NO TUITION REFUNDS AFTER JANUARY 22</b>
January 15	➤ Holiday – Martin Luther King, Jr. Day. Campus Closed
January 17 🌧️	➤ Last day to drop classes to prevent “W” being posted on transcript ➤ Financial Census Date
January 18 – February 20	➤ Dropping classes will post “W” on transcript
January 19	➤ Last day to add OEE classes (open entry/exit)
February 9	➤ <b>Financial Aid priority date for new SPRING Quarter 2018 students.</b> Students who submit documents after this date may be awarded on a funds-available basis. The Financial Aid Office cannot guarantee that awards will be available by the tuition due date
February 12	➤ Current student registration for SPRING Quarter begins for students with 30 or more credits
February 14	➤ Current student registration for SPRING Quarter begins for students with less than 30 credits
February 16	➤ Returning students and students with prior college (not currently enrolled) registration begins for SPRING Quarter
February 19	➤ Holiday – Presidents’ Day. Campus Closed
February 20 🌧️	➤ Last day to drop classes or make schedule changes from WINTER Quarter ➤ Last day for “W” grade for WINTER Quarter
March 1	➤ <b>TUITION PAYMENT DUE FOR SPRING QUARTER REGISTRATION.</b> Students who register after March 1, tuition payment is due by 4:30pm the next business day ➤ Last day to enroll for Tuition Installment Payment Plan (TIPP) registration by 4:30pm
March 12	➤ <b>New Student Admission application deadline for SPRING Quarter</b> (for new students with no prior college)
March 15	➤ WINTER Quarter grade rosters available to faculty for grading
March 16	➤ Last day for placement testing for SPRING Quarter 2018
March 19	➤ Study Day. No Classes
March 20-22	➤ Final exam days
March 22	➤ <b>Last day of WINTER Quarter classes</b>
March 23	➤ Faculty Workday
March 26	➤ WINTER Quarter grades must be submitted online by 8:00 pm
March 27	➤ WINTER Quarter grades available to students on ctcLink Student Center. View grades at <a href="http://www.ctcLink.spokane.edu">www.ctcLink.spokane.edu</a>

*Community Colleges of Spokane provides equal opportunity in education and employment. Persons with a disability requiring any auxiliary aids, services or accommodations should contact the college. For TTY services call 533-7482.*