

# TACOMA COMMUNITY COLLEGE

## SUMMER QUARTER 2014 – **B451**

### IMPORTANT DATES

|  |                            |  |
|--|----------------------------|--|
| May 19-28                                      |                            | Summer/Fall Quarter - Currently enrolled register  |
| May 27 (Tue)                                   |                            | Summer Quarter books available online and in-store   |
| May 29 (Thu)                                   |                            | Summer/Fall Quarter - Open Enrollment begins   |
| Jun 5 (Thu)                                    |                            | Summer Quarter tuition due<br><b>AFTER THIS DATE, TUITION DUE WITHIN 2 BUSINESS DAYS</b>   |
|  |                            | <b>LAST DAY: ENROLL IN SUMMER PAYMENT PLAN</b>   |
| Jun 20 (Fri)                                   |                            | <b>REFUND: ON-CAMPUS - 100% LAST DAY</b><br><b>ONLINE – DROP ONLINE BEFORE QUARTER STARTS @ 100%</b>   |
|  |                            | <b>LAST DAY: TO REQUEST TUITION PAYMENT EXTENSION – TUITION MUST BE PAID BY THE 1<sup>ST</sup> DAY OF QUARTER – JUN 23</b>   |
|  |                            | <b>LAST DAY: SUMMER QUARTER WAITLIST RUNS</b><br>Students not added from the waitlist have the option to go to the class on the 1 <sup>st</sup> day of instruction, take an Add/Drop form and attempt to get an overload signature from the instructor OR online students: send email to the instructor, request permission to overload....positive response? Forward email to either <a href="mailto:lkuaea@tacomacc.edu">lkuaea@tacomacc.edu</a> or <a href="mailto:online@tacomacc.edu">online@tacomacc.edu</a> |
| Jun 23 (Mon)                                   |                            | Summer Quarter classes begin<br><b>4-10's BEGIN (COLLEGE CLOSED/NO CLASSES -FRIDAYS THRU FRI, SEP 12)</b>  |
| 7:30A-7:00P                                    | <b>1<sup>ST</sup> DAY</b>  | <b>SPECIAL REG: TCC EMPLOYEES</b> <b>FEE 11, TYPE 2</b><br>No Waiver reqd, Update Application (if applicable)<br>Permission/Overload signature or email (if applicable)<br>Maximum: 2 classes, up to 10 credits  |
| June 24 (Tue)                                  | <b>2<sup>ND</sup> DAY</b>  | <b>SPECIAL REG: SPRUCE</b> <b>FEE 21, TYPE 2</b><br>SPRUCE stamp/signature reqd on all paperwork<br>Give student: Class schedule & registration form (yellow and/or pink copy)   |
| 7:30A-7:00P                                    |                            | <b>LAST DAY: REGISTER WITHOUT INSTRUCTOR SIGNATURE</b><br><b>LAST DAY: ACCESS WEB REGISTRATION FOR SUMMER</b>  |
| Jun 25 (Wed)                                   | <b>3<sup>RD</sup> DAY</b>  | <b>SPECIAL REG: SENIORS</b> <b>FEE 10, TYPE 2</b><br>Waiver reqd (gray form)<br>Options: Audit (! Item #) or *Credit (+ or \$ item # = 56)<br>*NOTE: CREDIT – CANNOT HAVE PRG CODE, CANNOT WORK TOWARD DEGREE/CERTIFICATE<br>Maximum: 2 classes, up to 10 credits  |
| 7:30A-6:00P<br>(ES HOURS REMAINDER OF QUARTER) |                            | <b>1<sup>ST</sup> DAY: PERMISSION SIGNATURE OR EMAIL TO ADD SUMMER</b>   |
| Jun 26 (Thu)                                   |                            | <b>NO SHOW DROPS (CHECK SM 4010 – DRAKE OR ASHPOLE)</b><br><b>REFUND: 80% LAST DAY</b>   |
| Jul 1- 10                                      |                            | <b>NO ACCUPLACER TESTING (TESTING RESUMES – TUE, JUL 15)</b>   |
| Jul 1 (Tue)                                    | <b>6<sup>TH</sup> DAY</b>  | <b>SPECIAL REG: STATE EMPLOYEES</b> <b>FEE 51, TYPE 2</b><br>Waiver reqd – Space Available Only – No Overloads – No WAOL classes<br>Maximum: 2 classes, up to 10 credits   |
| Jul 3 (Thu)                                    |                            | <b>HOLIDAY: INDEPENDENCE DAY – NO CLASSES, COLLEGE CLOSED</b>  |
| Jul 7 (Mon)                                    | <b>10<sup>TH</sup> DAY</b> | <b>LAST DAY: ADD CREDIT CLASSES (INSTRUCTOR SIGNATURE/EMAIL REQD)</b><br><b>LAST DAY: DROP A CLASS WITH NO GRADE REPORTED (NO INSTRUCTOR SIGNATURE REQD)</b>   |
| Jul 8 (Tue)                                    |                            | <b>1<sup>ST</sup> DAY: WITHDRAW (*) Grade of W</b><br>Must have Instructor Signature OR Email with Instructor Response<br><b>1<sup>ST</sup> DAY: LATE ADD PETITION: Add Exceptions (Proc'd within quarter)</b><br>Late Start Classes (check start dates as IS 1016)<br>Continuous Enrollment Classes (at IS 1016 – check Cont Seq for “C”)<br>Section to Section (Instructor signature/email reqd – backdate to original reg date –check SM 4010)<br>Seniors (Fee 10)  |
|  |                            | <b>REFUND: 40% LAST DAY</b>  |

Jul 15 (Tue)

**LAST DAY: CHOOSE "S/U" OPTION**

Student completes S/U Grade Option form  
Instructor signature required  
Do not accept after deadline  
Alejandra processes at end of quarter, after grades are submitted

**ACCUPLACER TESTING RESUMES (TWTH, 9A-4P, Drop-in, \$18 fee)**

Jul 16 (Wed)

**LAST DAY: CHANGE AUDIT STATUS**

Student completes an Add/Drop form to change from credit to audit or audit to credit  
No instructor signature is needed  
Do not accept after deadline

Jul 30 (Wed)

**LAST DAY: WITHDRAW W/ GRADE OF "W"  
INSTRUCTOR SIGNATURE REQUIRED OR EMAIL WITH INSTRUCTOR RESPONSE**

Aug 14 (Thu)

**LAST DAY: SUMMER QUARTER CLASSES  
FINAL EXAMS, IF ADMINISTERED, WILL HELD ON THE LAST  
SCHEDULED DAY OF CLASS**

Summer Quarter degree applications due (published)  
NOTE: Degree Applications will be accepted through Sep 19 (Fri) – (not published)

Aug 18 (Mon)

Summer Quarter grades due (Instructor Briefcase open until 8p)

Aug 19 (Tue)

Summer Quarter grades available on web

Aug 25 (Mon)

CTC LINK GOES LIVE!

**FALL QUARTER 2014 - B452  
IMPORTANT DATE (SHORT VERSION)  
(WILL UPDATE MID-SUMMER)**

Sep 1 (Mon)

**HOLIDAY: LABOR DAY – NO CLASSES, COLLEGE CLOSED**

Sep 4 (Thu)

Fall Quarter tuition due  
AFTER THIS DATE, TUITION DUE WITHIN 2 BUSINESS DAYS

LAST DAY: ENROLL IN FALL PAYMENT PLAN

Sep 12 (Fri)

LAST DAY: 4-10'S SCHEDULE

Sep 19 (Fri)

**REFUND: ON-CAMPUS - 100% LAST DAY  
ONLINE – DROP ONLINE BEFORE QUARTER STARTS @ 100%**

LAST DAY: TO REQUEST TUITION PAYMENT EXTENSION – TUITION MUST BE PAID BY THE 1ST DAY OF QUARTER – SEP 22

**LAST DAY: FALL QUARTER WAITLIST RUNS**

Students not added from the waitlist have the option to go to the class on the 1st day of instruction, take an Add/Drop form and attempt to get an overload signature from the instructor OR online students: send email to the instructor, request permission to overload....positive response? Forward email to either [lkuaea@tacomacc.edu](mailto:lkuaea@tacomacc.edu) or [online@tacomacc.edu](mailto:online@tacomacc.edu)

Sep 22 (Mon)

**1ST DAY**

Fall Quarter classes begin

**SPECIAL REG: TCC EMPLOYEES**

**FEE 11, TYPE 2**

Sep 23 (Tue)

**2ND DAY**

**SPECIAL REG: SPRUCE**

**FEE 21, TYPE 2**

Sep 24 (Wed)

**3RD DAY**

**SPECIAL REG: SENIORS**

**FEE 10, TYPE 2**

LAST DAY: REGISTER WITHOUT INSTRUCTOR SIGNATURE  
LAST DAY: ACCESS WEB REGISTRATION FOR FALL

Sep 25 (Thu)

1ST DAY: PERMISSION SIGNATURE OR EMAIL TO ADD FALL

Sep 29 (Mon)

**6TH DAY**

**SPECIAL REG: STATE EMPLOYEES**

**FEE 51, TYPE 2**

Oct 3 (Fri)

**10TH DAY**

**LAST DAY: ADD CREDIT CLASSES (INSTRUCTOR SIGNATURE/EMAIL REQD)  
LAST DAY: DROP A CLASS WITH NO GRADE REPORTED (NO INSTRUCTOR SIGNATURE REQD)**

# TACOMA COMMUNITY COLLEGE

## FALL QUARTER 2014 – B452

### IMPORTANT DATES

|  |                            |  |
|--|----------------------------|--|
| Aug 25 (Mon)   |                            | Fall Quarter books available online and in-store   |
| Sep 4 (Thu)  |                            | Fall Quarter tuition due (After this date, tuition due within two business days)<br>Last day to enroll in Payment Plan   |
| Sep 19 (Fri)   |                            | <b>REFUND: ON-CAMPUS - 100% LAST DAY</b><br><b>ONLINE – DROP ONLINE BEFORE QUARTER STARTS @ 100%</b>   |
|  |                            | <b>LAST DAY: TO REQUEST TUITION PAYMENT EXTENSION – TUITION MUST BE PAID BY THE 1<sup>ST</sup> DAY OF QUARTER – SEP 22</b>   |
|  |                            | <b>LAST DAY: FALL QUARTER WAITLIST RUNS</b><br>Students not added from the waitlist have the option to go to the class on the 1 <sup>st</sup> day of instructor, take an Add/Drop form and attempt to get an overload signature from the instructor OR online students: send email to the instructor, request permission to overload...positive response? Forward email to either <a href="mailto:kuaea@tacomacc.edu">kuaea@tacomacc.edu</a> or <a href="mailto:online@tacomacc.edu">online@tacomacc.edu</a> |
| Sep 22 (Mon)<br>7:30A-7:00P  | <b>1<sup>ST</sup> DAY</b>  | Fall Quarter classes begin<br><b>SPECIAL REG: TCC EMPLOYEES</b> <span style="float: right;"><b>FEE 11, TYPE 2</b></span><br>No Waiver reqd, Update Application (if applicable)<br>Permission/Overload signature or email (if applicable)<br>Maximum: 2 classes, up to 10 credits   |
| Sep 23 (Tue)<br>8:00A-7:00P  | <b>2<sup>ND</sup> DAY</b>  | <b>SPECIAL REG: SPRUCE</b> <span style="float: right;"><b>FEE 21, TYPE 2</b></span><br>SPRUCE stamp/signature reqd on all paperwork<br>Give student: Class schedule & registration form (yellow and/or pink copy)  |
| Sep 24 (Wed)<br>8:00A-7:00P  | <b>3<sup>RD</sup> DAY</b>  | Last day to register without instructor signature<br>Last day to access web registration for Fall classes<br><b>SPECIAL REG: SENIORS</b> <span style="float: right;"><b>FEE 10, TYPE 2</b></span><br>Waiver reqd (gray form)<br>Options: Audit (! Item #) or *Credit (+ or \$ item # = 56)<br>*NOTE: CREDIT – CANNOT HAVE PRG CODE, CANNOT WORK TOWARD DEGREE/CERTIFICATE<br>Maximum: 2 classes, up to 10 credits  |
| Sep 25 (Thu)<br>8:00A-7:00P  |                            | <b>1<sup>st</sup> Day: Permission signature or Email to Add</b><br>No Show Drops (SM 4010 – Drake)   |
| Sep 26 (Fri)<br>8:00A-5:00P (no staff mtg)                         |                            | <b>REFUND: 80% LAST DAY</b>  |
| Sep 29-Oct 9   |                            | <b>NO ACCUPLACER TESTING (TESTING RESUMES – Tue, Oct 14)</b>   |
| Sep 29 (Mon)   | <b>6<sup>TH</sup> DAY</b>  | <b>SPECIAL REG: STATE EMPLOYEES</b> <span style="float: right;"><b>FEE 51, TYPE 2</b></span><br>Waiver reqd – Space Available Only – No Overloads – No WAOL classes<br>Maximum: 2 classes, up to 10 credits  |
| Sep 30 (approx)  |                            | <b>FALL DEGREES WILL BE MAILED. CERTIFICATES ARE SENT TO PROGRAM FOR SIGNATURE. WHEN RETURNED, THEY ARE MAILED.</b><br>If student inquires, verify mailing address is up to date   |
| Oct 3 (Fri)  | <b>10<sup>TH</sup> DAY</b> | Last day to add credit classes (Instructor signature or Email required)<br>Last day to drop a class with no grade reported (No instructor signature required)  |
| Oct 6 (Mon)  |                            | <b>1<sup>ST</sup> DAY: WITHDRAW (*) Grade of W</b><br>Must have Instructor Signature / Email with Instructor Response<br><b>LATE ADD PETITION: Add Exceptions (Proc'd within quarter)</b><br>Late Start Classes (check start dates as IS 1016)<br>Continuous Enrollment Classes (at IS 1016 – check Cont Seq for "C")<br>Section to Section (Instructor signature/email reqd – backdate to original reg date –check SM 4010)<br>Seniors (Fee 10)   |
| Oct 9 (Thu)  |                            | <b>B453 - FA FILE COMPLETION DATE DEADLINE</b>   |
| Oct 8<br>Sep _____ (end)<br>Oct _____ (early)<br>Oct _____ (early) |                            | <b>B453 CLASS SCHEDULE ONLINE</b><br><b>B453 NSAO SCHEDULE ONLINE</b><br><b>B453 REGISTRATION TIMES IN PORTAL</b><br><b>B453 QUARTERLY PIN (Random/DOB) IN PORTAL</b>  |
| Oct 10 (Fri)   |                            | <b>REFUND: 40% LAST DAY</b><br>Last day to choose "S/U" option<br>Student complete s S/U Grade Option form<br>Instructor signature required<br>Do not accept after deadline<br>Alejandra processes at end of quarter, after grades are submitted   |

|                       |  |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
|-----------------------|--|----------------|--------------------|-------|----------|----------------------|----------------|-----------|--------------------|---------------|-----------------|---|----|-----------------------|--------------------|---------------|
| Oct 14 (Tue)          | <b>ACCUPLACER TESTING RESUMES (TWTH, 9A-4P, Drop-in, \$18 fee)</b>   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Oct 21 (Tue)          | Last day to change audit status<br>Student completes an Add/Drop form to change from credit to audit or audit to credit<br>No instructor signature is needed<br>Do not accept after deadline   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Oct 22 (Wed)          | <b>EDUCATIONAL PLANNING DAY—NO DAYTIME CLASSES</b><br>Classes starting at 3p or after will meet  |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Oct 24 (Fri)          | <b>SPECIAL REG: B453 EARLY REG GROUPS (?s – Refer to Contact below)</b><br><table border="0"> <tr> <td>Veterans</td> <td>Frank McDougald</td> <td>#14</td> </tr> <tr> <td>Athletes</td> <td>Tricia Hilbun (Gym )</td> <td>#20</td> </tr> <tr> <td>CASA/MECA</td> <td>Margaret Robinson</td> <td>#11</td> </tr> <tr> <td>Access Services</td> <td>Kathryn Held</td> <td>#7</td> </tr> <tr> <td>Supplemental Instruct</td> <td>Mae Stephenson</td> <td>#F1</td> </tr> </table>   | Veterans       | Frank McDougald    | #14   | Athletes | Tricia Hilbun (Gym ) | #20            | CASA/MECA | Margaret Robinson  | #11           | Access Services | Kathryn Held  | #7 | Supplemental Instruct | Mae Stephenson     | #F1           |
| Veterans              | Frank McDougald  | #14            |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Athletes              | Tricia Hilbun (Gym )   | #20            |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| CASA/MECA             | Margaret Robinson  | #11            |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Access Services       | Kathryn Held   | #7             |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Supplemental Instruct | Mae Stephenson   | #F1            |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Oct 27-Nov 5          | <b>B453 ENROLLMENT BEGINS – CURRENTLY ENROLLED STUDENTS</b><br><table border="0"> <tr> <td>Oct 27</td> <td>Running Start Only</td> <td>7a-9a</td> </tr> <tr> <td></td> <td>Currently Enrolled</td> <td>10a-11a, 1p-4p</td> </tr> <tr> <td>Oct 28-31</td> <td>Currently Enrolled</td> <td>8a-11a, 1p-4p</td> </tr> <tr> <td>Nov 1-2</td> <td>Weekend (only students with reg times Oct 27-31 can register)</td> <td></td> </tr> <tr> <td>Nov 3-5</td> <td>Currently Enrolled</td> <td>8a-11a, 1p-4p</td> </tr> </table> | Oct 27         | Running Start Only | 7a-9a |          | Currently Enrolled   | 10a-11a, 1p-4p | Oct 28-31 | Currently Enrolled | 8a-11a, 1p-4p | Nov 1-2         | Weekend (only students with reg times Oct 27-31 can register) |    | Nov 3-5               | Currently Enrolled | 8a-11a, 1p-4p |
| Oct 27                | Running Start Only   | 7a-9a          |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
|                       | Currently Enrolled   | 10a-11a, 1p-4p |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Oct 28-31             | Currently Enrolled   | 8a-11a, 1p-4p  |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Nov 1-2               | Weekend (only students with reg times Oct 27-31 can register)  |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Nov 3-5               | Currently Enrolled   | 8a-11a, 1p-4p  |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Nov 6 (Thu)           | <b>B453 OPEN ENROLLMENT BEGINS</b>   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Nov 11 (Tue)          | <b>HOLIDAY: VETERANS DAY, NO CLASSES, COLLEGE CLOSED</b>   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Nov 14 (Fri)          | <b>WITHDRAW (Last Day) Grade of "W" (Instructor signature required or Email with instructor response) On the last day will accept email without response</b>   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Nov 17 (Mon)          | <b>GO LIVE! NEW SYSTEM INSTALLED , "GOLD ENVIRONMENT"</b>  |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Nov 26-28             | <b>HOLIDAY: THANKSGIVING</b><br>(Nov 26 Offices open until 5p – NO CLASSES)<br>(Nov 27-28 COLLEGE CLOSED, NO CLASSES)  |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Dec 5 (Fri)           | Last day of Fall Quarter Classes   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Dec 8-11              | Fall Quarter final exams   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Dec 9-12              | Fall Quarter book buyback  |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Dec 11 (Thu)          | Holiday Luncheon, 11:30a, Student Center, \$5 per person   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Dec 12 (Fri)          | Fall Quarter degree applications due ( <b>published</b> )<br>Degree Applications will be accepted through Jan 2, 2015 (Fri) – ( <b>not published</b> )   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Dec 15 (Mon)          | Fall Quarter grades due (Instructor Briefcase open until 8p)   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Dec 16 (Tue)          | Fall Quarter grades available on web   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Dec 18 (Thu)          | <b>B453 TUITION DUE – DEFERMENT THROUGH JAN 2, 2015 (Fri)</b><br>Student can request tuition deferment at ES in person, by telephone or via email to Lita  |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Jan 2 (Fri)           | <b>B453 TUITION EXTENSION - LAST DAY</b><br><b>B453 WAITLIST RUNS – LAST DAY</b>   |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |
| Jan 5 (Mon)           | <b>B453 CLASSES BEGIN</b>  |                |                    |       |          |                      |                |           |                    |               |                 |   |    |                       |                    |               |

(Note: Early/late starting and short courses have pro-rated deadlines. Check with Enrollment Services, Building 7, for details.)

**TACOMA COMMUNITY COLLEGE**  
**WINTER QUARTER 2015 – B453**  
**IMPORTANT DATES**

|   |                            |   |
|---|----------------------------|---|
| Dec 1 (Mon)                               |                            | Winter Quarter books available online and in-store  |
| Dec 18 (Thu)                              |                            | Winter Quarter tuition due (After this date, tuition due within two business days)<br>Last day to enroll in Payment Plan  |
| Dec 29 (Mon)                              |                            | B453 Financial Aid applies (auto app)   |
| Jan 2 (Fri)                               |                            | <b>REFUND: ON-CAMPUS - 100% LAST DAY</b><br><b>ONLINE – DROP ONLINE BEFORE QUARTER STARTS @ 100%</b>  |
|   |                            | <b>LAST DAY: TO REQUEST TUITION PAYMENT EXTENSION – TUITION MUST BE PAID BY THE 1<sup>ST</sup> DAY OF QUARTER – Jan 5</b>   |
|   |                            | <b>LAST DAY: WINTER QUARTER 2015 WAITLIST RUNS</b><br>Students not added from the waitlist have the option to go to the class on the 1 <sup>st</sup> day of instructor, take an Add/Drop form and attempt to get an overload signature from the instructor OR online students: send email to the instructor, request permission to overload...positive response? Forward email to either <a href="mailto:kuaea@tacomacc.edu">kuaea@tacomacc.edu</a> or <a href="mailto:online@tacomacc.edu">online@tacomacc.edu</a> |
| Jan 5 (Mon)<br>7:30A-7:00P                | <b>1<sup>ST</sup> DAY</b>  | Winter Quarter classes begin<br><b>SPECIAL REG: TCC EMPLOYEES</b> <b>FEE 11, TYPE 2</b><br>No Waiver reqd, Update Application (if applicable)<br>Permission/Overload signature or email (if applicable)<br>Maximum: 2 classes, up to 10 credits   |
| Jan 6 (Tue)<br>8:00A-7:00P                | <b>2<sup>ND</sup> DAY</b>  | <b>SPECIAL REG: SPRUCE</b> <b>FEE 21, TYPE 2</b><br>SPRUCE stamp/signature reqd on all paperwork<br>Give student: Class schedule & registration form (yellow and/or pink copy)  |
| Jan 7 (Wed)<br>8:00A-7:00P                | <b>3<sup>RD</sup> DAY</b>  | Last day to register without instructor signature<br>Last day to access web registration for Fall classes<br><b>SPECIAL REG: SENIORS</b> <b>FEE 10, TYPE 2</b><br>Waiver reqd (gray form)<br>Options: Audit (! Item #) or *Credit (+ or \$ item # = 56)<br>*NOTE: CREDIT – CANNOT HAVE PRG CODE, CANNOT WORK TOWARD DEGREE/CERTIFICATE<br>Maximum: 2 classes, up to 10 credits  |
| Jan 8 (Thu)<br>8:00A-7:00P                |                            | <b>1<sup>st</sup> Day: Permission signature or Email to Add</b><br>No Show Drops (SM 4010 – Drake or Steve)   |
| Jan 9 (Fri)<br>8:00A-5:00P (no staff mtg) |                            | <b>REFUND: 80% LAST DAY</b>   |
| Jan 12 – 23                               |                            | <b>NO ACCUPLACER TESTING (TESTING RESUMES – Tue, Jan 27)</b>  |
| Jan 12 (Mon)                              | <b>6<sup>TH</sup> DAY</b>  | <b>SPECIAL REG: STATE EMPLOYEES</b> <b>FEE 51, TYPE 2</b><br>Waiver reqd – Space Available Only – No Overloads – No WAOL classes<br>Maximum: 2 classes, up to 10 credits  |
| Jan 16 (approx)                           |                            | <b>FALL 2014 DEGREES WILL BE MAILED. CERTIFICATES ARE SENT TO PROGRAM FOR SIGNATURE. WHEN RETURNED, THEY ARE MAILED.</b><br>If student inquires, verify mailing address is up to date   |
| Jan 16 (Fri)                              | <b>10<sup>TH</sup> DAY</b> | Last day to add credit classes (Instructor signature or Email required)<br>Last day to drop a class with no grade reported (No instructor signature required)   |
| Jan 19 (Mon)                              |                            | <b>HOLIDAY: MLK JR DAY, NO CLASSES, COLLEGE CLOSED</b>  |
| Jan 20 (Tue)                              |                            | <b>1<sup>ST</sup> DAY: WITHDRAW (*) Grade of W</b><br>Must have Instructor Signature / Email with Instructor Response<br><b>LATE ADD PETITION: Add Exceptions (Proc'd within quarter)</b><br>Late Start Classes (check start dates as IS 1016)<br>Continuous Enrollment Classes (at IS 1016 – check Cont Seq for "C")<br>Section to Section (Instructor signature/email reqd – backdate to original reg date –check SM 4010)<br>Seniors (Fee 10)  |
| Jan 22 (Thu)                              |                            | <b>B454 CLASS SCHEDULE ONLINE</b>   |
| Jan _____                                 |                            | <b>B454 NSAO SCHEDULE ONLINE</b>  |
| Jan _____ (mid)                           |                            | <b>B454 REGISTRATION TIMES IN PORTAL</b>  |
| Jan _____ (mid)                           |                            | <b>B454 QUARTERLY PIN (Random/DOB) IN PORTAL</b>  |
| Jan 29 (Thu)                              |                            | <b>B454 - FA FILE COMPLETION DATE DEADLINE</b>  |
| Jan 23 (Fri)                              |                            | <b>REFUND: 40% LAST DAY</b><br>Last day to choose "S/U" option (Student complete S/U Grade Option form-Instructor signature required. Do not accept after deadline. Alejandra processes at end of quarter, after grades are submitted.)   |

Feb 3 (Tue)

Last day to change audit status

Student completes an Add/Drop form to change from credit to audit or audit to credit  
No instructor signature is needed  
Do not accept after deadline

Feb 5 (Thu)

**EDUCATIONAL PLANNING DAY—NO DAYTIME CLASSES**  
Classes starting at 3p or after will meet

Feb 6 (Fri)

**SPECIAL REG: B454 EARLY REG GROUPS-Current Enrolled**

|                       |                      |     |
|-----------------------|----------------------|-----|
| Veterans              | Frank McDougald      | #14 |
| Athletes              | Tricia Hilbun (Gym ) | #20 |
| CASA/MECA             | Margaret Robinson    | #11 |
| Access Services       | Kathryn Held         | #7  |
| Supplemental Instruct | Mae Stephenson       | #F1 |

Feb 9-13

**B454 ENROLLMENT BEGINS – CURRENTLY ENROLLED STUDENTS**

|           |                    |                |
|-----------|--------------------|----------------|
| Feb 9     | Running Start Only | 7a-9a          |
|           | Currently Enrolled | 10a-12p, 1p-6p |
| Feb 10-12 | Currently Enrolled | 8a-12p, 1p-6p  |

|        |  |       |
|--------|--|-------|
| Feb 13 | New Veterans   | 8a    |
| Feb 13 | ABE  | 8a-4p |
| Feb 13 | Returning (no activity in B452, B451 or B344)...See Lita | 1p    |

**Note: Students with activity in either B452, B451 or B344 are eligible for a reg time between Feb 9-13...see Lita**

Feb 14-16

**SYSTEM DOWN – NO REGISTRATION ACCESS/ACTIVITY (SB move, Bell to Oly)**

Feb 16 (Mon)

**HOLIDAY: PRESIDENTS DAY, NO CLASSES, OFFICES OPEN**

Feb 17 (Tue)

**B454 OPEN ENROLLMENT BEGINS**

Feb 19-22 (approx)

**SYSTEM DOWN-NO REGISTRATION ACCESS/ACTIVITY (Install CtcLink)**

Feb 23 (Mon)

**GO LIVE! NEW SYSTEM INSTALLED "GOLD ENVIRONMENT"**

Feb 27 (Fri)

**WITHDRAW (Last Day) Grade of "W" (Instructor signature required or Email with instructor response) On the last day will accept email without response**

Mar 16 (Mon)

Last day of Winter Quarter Classes

Mar 17-20

Winter Quarter final exams

Mar 20 (Fri)

Winter Quarter degree applications due (published)  
Degree Applications will be accepted through Mar 27, 2015 (Fri) – (not published)

Mar 23 (Mon)

Winter Quarter grades due (Instructor Briefcase open until 8p)

Mar 24 (Tue)

Winter Quarter grades available on web

Mar 12 (Thu)

**B454 TUITION DUE – DEFERMENT THROUGH Mar 27, 2015 (Fri)**  
Students can request tuition deferment at ES in person, by telephone or via email to Lita

Mar 27 (Fri)

**B454 TUITION EXTENSION - LAST DAY**  
**B454 WAITLIST RUNS – LAST DAY**

Mar 30 (Mon)

**B454 CLASSES BEGIN**

12/29/14 LK

|        |                                |         |             |         |             |     |             |
|--------|--------------------------------|---------|-------------|---------|-------------|-----|-------------|
| Hours: | 1 <sup>st</sup> Week (Jan 5-9: | Mon     | 7:30a-7:00p | Tue-Thu | 8:00a-7:00p | Fri | 8:00a-5:00p |
|        | Remainder of Quarter:          | Mon-Thu | 8:00a-6:00p |         |             | Fri | 9:00a-5:00p |

**TACOMA COMMUNITY COLLEGE**  
**SPRING QUARTER 2015 – B454**  
**IMPORTANT DATES**

Mar 2 (Mon) Spring Quarter 2015 books available online and in-store

Mar 12 (Thu) Spring Quarter 2015 tuition due (After this date, tuition due within 2 business days, Last day to enroll in Payment Plan)

Mar 18 (Wed) B454 Parking Permits Available-student must be enrolled, tuition paid, vehicle reg'd in student Portal

Mar 25 (Wed) B454 Financial Aid applies (auto app)

Mar 27 (Fri) **REFUND: ON-CAMPUS - 100% LAST DAY**  
**ONLINE – DROP ONLINE BEFORE QUARTER STARTS @ 100%**

**LAST DAY: TO REQUEST TUITION PAYMENT EXTENSION – TUITION MUST BE PAID BY THE 1<sup>ST</sup> DAY OF QUARTER (Accept by phone, in-person, or email to Lita)**

**LAST DAY: SPRING QUARTER 2015 WAITLIST RUNS**

Students not added from the waitlist have the option to go to the class on the 1<sup>st</sup> day of instructor, take an Add/Drop form and attempt to get an overload signature from the instructor OR online students: send email to the instructor, request permission to overload...positive response? Forward email to [online@tacomacc.edu](mailto:online@tacomacc.edu) or [lkuaea@tacomacc.edu](mailto:lkuaea@tacomacc.edu).

Mar 30 (Mon) 7:30A-7:00P **1<sup>ST</sup> DAY** Spring Quarter classes begin  
**SPECIAL REG: TCC EMPLOYEES** **FEE 11, TYPE 2**  
 No Waiver reqd, Update Application (if applicable)  
 Permission/Overload signature or email (if applicable)  
 Maximum: 2 classes, up to 10 credits

Mar 31 (Tue) 8:00A-7:00P **2<sup>ND</sup> DAY** **SPECIAL REG: SPRUCE** **FEE 21, TYPE 2**  
 SPRUCE stamp/signature reqd on all paperwork  
 Give student: Class schedule & registration form (yellow and/or pink copy)

April 1 (Wed) 8:00A-7:00P **3<sup>RD</sup> DAY** Last day to register without instructor signature  
 Last day to access web registration for Spring classes  
**SPECIAL REG: SENIORS** **FEE 10, TYPE 2**  
 Waiver reqd (gray form)  
 Options: Audit (1 Item #) or \*Credit (+ or \$ item # = 56)  
 \*NOTE: CREDIT – CANNOT HAVE PRG CODE, CANNOT WORK TOWARD DEGREE/CERTIFICATE  
 Maximum: 2 classes, up to 10 credits

Apr 2 (Thu) 8:00A-7:00P **1<sup>st</sup> Day: Permission signature or Email to Add**  
 No Show Drops

Apr 3 (Fri) 8:00A-5:00P (no staff mtg) **REFUND: 80% LAST DAY**

Apr 6-17 **NO ACCUPLACER TESTING (TESTING RESUMES – Tue, Apr 21)**

Apr 6 (Mon) **6<sup>TH</sup> DAY** **SPECIAL REG: STATE EMPLOYEES** **FEE 51, TYPE 2**  
 Waiver reqd – Space Available Only – No Overloads – No WAOL classes  
 Maximum: 2 classes, up to 10 credits

Apr 15 (Wed) approx **WINTER QUARTER 2015 DEGREES WILL BE MAILED. CERTIFICATES ARE SENT TO PROGRAM FOR SIGNATURE. WHEN RETURNED, THEY ARE MAILED.**  
 If student inquires, verify mailing address is up to date

Apr 10 (Fri) **10<sup>TH</sup> DAY** Last day to add credit classes (Instructor signature or Email required)  
 Last day to drop a class with no grade reported (No instructor signature required)

Apr 13 (Mon) **1<sup>ST</sup> DAY: WITHDRAW (\*) Grade of W**  
 Must have Instructor Signature / Email with Instructor Response  
**LATE ADD PETITION: Add Exceptions (Proc'd within quarter)**  
 Late Start Classes (check start dates as IS 1016)  
 Continuous Enrollment Classes (at IS 1016 – check Cont Seq for "C")  
 Section to Section (Instructor signature/email reqd – backdate to original reg date –check SM 4010)  
 Seniors (Fee 10)

|                  |                  |  |             |                            |
|------------------|------------------|--|-------------|----------------------------|
| Apr 9 (Thu)      | <b>B561</b>      | <b>CLASS SCHEDULE ONLINE</b>                 | <b>B561</b> | <b>Summer Quarter 2015</b> |
| Apr 29 (Wed)     | <b>B562</b>      | <b>CLASS SCHEDULE ONLINE</b>                 | <b>B562</b> | <b>Fall Quarter 2015</b>   |
| Apr _____ (late) | <b>B561/B562</b> | <b>NSAO SCHEDULE ONLINE</b>                  |             |                            |
| Apr _____ (late) | <b>B561/B562</b> | <b>REGISTRATION TIMES IN PORTAL</b>          |             |                            |
| Apr _____ (late) | <b>B561/B562</b> | <b>QUARTERLY PIN (Random/DOB) IN PORTAL</b>  |             |                            |
| Apr 9 (Thu)      | <b>B561</b>      | <b>FA FILE COMPLETION DATE DEADLINE</b>      |             |                            |
| Mar 12 (Thu)     | <b>B562</b>      | <b>FA FILE COMPLETION DATE ---- PRIORITY</b> |             |                            |
| May 7 (Thu)      |                  | <b>FA FILE COMPLETION DATE ---- FINAL</b>    |             |                            |

Apr 17 (Fri) **REFUND: 40% LAST DAY**  
 Last day to choose "S/U" option (Student complete S/U Grade Option form-Instructor signature required. Do not accept after deadline. Alejandra processes at end of quarter, after grades are submitted.)

Apr 28 (Tue)

Last day to change audit status - Student completes an Add/Drop form to change from credit to audit or audit to credit. No instructor signature is needed. Do not accept after deadline

May 1 (Fri)

Spring Quarter 2015 Degree Applications Due (published)

May 7 (Thu)

**EDUCATIONAL PLANNING DAY—NO DAYTIME CLASSES**  
Classes starting at 3p or after will meet

EARLY COMMENCEMENT Packets Available – Pick up / Turn in at ES  
Student must be w/in 2 classes/10 credits to graduate **B561**.  
Completed Packets due – May 21 (Thu) approx Exceptions: See Colleen/Cielitic

May 15 (Fri)

**SPECIAL REG: B561/B562 EARLY REG GROUPS-Current Enrolled**

|                       |                   |     |
|-----------------------|-------------------|-----|
| Veterans              | Frank McDougald   | #14 |
| Athletes              | Jason Prenovost   | #20 |
| CASA/MECA             | Margaret Robinson | #11 |
| Access Services       | Kathryn Held      | #7  |
| Supplemental Instruct | Mae Stephenson    | #F1 |

May 18-27

**B561/B562 ENROLLMENT BEGINS – CURRENTLY ENROLLED STUDENTS**

|           |                                |                |
|-----------|--------------------------------|----------------|
| May 18    | Running Start/Fresh Start Only | 7a-9a          |
|           | Currently Enrolled             | 10a-12p, 1p-4p |
| May 19-22 | Currently Enrolled             | 8a-12p, 1p-4p  |
| May 25    | Holiday                        |                |
| May 26-27 | Currently Enrolled             | 8a-12-, 1p-4p  |

Note: Students with activity in either B453 or B454 are eligible for a reg time between May 18--27

May 22 (Fri)

**WITHDRAW (Last Day) Grade of "W" (Instructor signature required or Email with instructor response** On the last day will accept email without response

May 25 (Mon)

**HOLIDAY: MEMORIAL DAY, NO CLASSES, CAMPUS CLOSED**

May 28 (Thu)

**B561/B562 OPEN ENROLLMENT BEGINS**

June 8 (Mon)

Last day of Spring Quarter 2015 Classes

Jun 9-12

Spring Quarter 2015 Final Exams

Jun 13 (Sat)

**COMMENCEMENT- 10AM, GREATER TACOMA CONVENTION & TRADE CENTER**  
Info at website, Search Commencement

Jun 15 (Mon)

Spring Quarter 2015 Grades due (Instructor Briefcase Open until 8p)

Jun 16 (Tue)

Spring Quarter 2015 Grades Available on Web

Jun 4 (Thu)

**B561 TUITION DUE – DEFERMENT THROUGH Jun 19, 2015 (Fri)**  
Students can request tuition deferment at ES in person, by telephone or via email to Lita

Jun 19 (Fri)

**B561 TUITION EXTENSION - LAST DAY**  
**B561 WAITLIST RUNS – LAST DAY**  
LAST DAY: SPRING 2015 DEGREE APPLICATIONS ACCEPTED (unpublished)

Jun 22 (Mon)

**B561 CLASSES BEGIN**

Jun 22 (Mon)

|                      |              |              |      |          |          |
|----------------------|--------------|--------------|------|----------|----------|
| 4 – 10's BEGIN       |              |              |      |          |          |
| 1 <sup>ST</sup> WEEK | M/T          | 7:30A-7P     | W/Th | 7:30A-6P | F-CLOSED |
| REMAINDER OF         | M-Th         | 7:30A-6P     |      |          | F-CLOSED |
| LAST DAY 4-10's      | SEP 11, 2015 | (may change) |      |          |          |

## FALL QUARTER 2015 - **B562**

Sep 3 (Thu)

**B562 TUITION DUE – DEFERMENT THROUGH Sep 18, 2015 (Fri)**  
Students can request tuition deferment at ES in person, by telephone or via email to Lita

Sep 11 (Fri) – may change

LAST DAY: 4-10'S

Sep 14-18

HOURS: M-TH 8A-6P, F 8A-5P (FRI BEFORE QTR BEGINS)\*

Sep 21 (Mon)

**B562 CLASSES BEGIN**  
HOURS: 1<sup>ST</sup> WEEK M 7:30A-7P, TWTH 8A-7P, F 8A-5PM (1ST FRI OF QTR)\*  
REMAINDER M-TH 8A-6P, F 9A-5P

02/18/15 lk

\*NO STAFF MEETING