



# ACADEMIC CALENDAR

## FALL SEMESTER 2017

Full Semester				Cycle 1			
Thu	Aug	31	Orientation Day/Professional Day	Thu	Aug	31	Orientation Day/Professional Day
Mon	Sept	4	Labor Day - no classes all campuses, day and evening	Mon	Sept	4	Labor Day - no classes all campuses, day and evening
Tue	Sept	5	<b>Full Semester:</b> Classes Begins	Tue	Sept	5	<b>Cycle 1:</b> Classes Begins
Mon	Sept	11	<b>Full Semester:</b> Last day to add classes and drop classes with 100% refund	Mon	Sept	11	<b>Cycle 1:</b> Last day to add classes and drop class with 100% refund
Mon	Sept	18	<b>Full Semester:</b> Last day to withdraw with a 50% refund	Mon	Sept	18	<b>Cycle 1:</b> Last day to withdraw with a 50% refund
Mon	Oct	9	<i>Columbus Day - no classes all campuses, day and evening</i>	Thu	Oct	5	<b>Cycle 1:</b> Last day to withdraw
Tue	Oct	10	Monday Schedule for all day classes all campuses	Mon	Oct	9	<i>Columbus Day - no classes all campuses, day and evening</i>
Tue	Oct	11	<b>Full Semester:</b> Gardner Day Academic Warnings Due	Tue	Oct	10	Monday Schedule for all day classes all campuses
				Wed	Oct	25	<b>Cycle 1:</b> Last day of classes
				Cycle 2			
				Wed	Nov	1	<b>Cycle 2:</b> Classes Begin
Wed - Thu	Nov	1 to 9	<b>CONTINUING STUDENT PRIORITY</b> advising/registration period for spring	Wed - Thu	Nov	1 to 9	<b>CONTINUING STUDENT PRIORITY</b> advising/registration period for spring
				Tuesday	Nov	7	<b>Cycle 2:</b> Last day to add classes and drop classes with 100% refund
Thu	Nov	9	<b>Full Semester:</b> Last day to withdraw				
Fri - Sat	Nov	10 & 11	<i>Veterans Day celebrated - no classes all campuses, day and evening</i>	Fri - Sat	Nov	10 & 11	<i>Veterans Day celebrated - no classes all campuses, day and evening</i>
Mon - Fri	Nov	13-17	<i>Full-time Faculty Evaluations</i>	Mon	Nov	13	<b>Cycle 2:</b> Last day to withdraw with a 50% refund
Wed	Nov	22	Friday Schedule for all day classes all campuses (no evening classes)	Wed	Nov	22	Friday Schedule for all day classes all campuses (no evening classes)
Thu - Sat	Nov	23-25	<i>Thanksgiving Holiday - no classes all campuses, day and evening</i>	Thu - Sat	Nov	23-25	<i>Thanksgiving Holiday - no classes all campuses, day and evening</i>
Sat	Dec	23	<b>Full Semester:</b> Last day of classes	Mon	Dec	4	<b>Cycle 2:</b> Last day to withdraw
				Sat	Dec	23	<b>Cycle 2:</b> Last day of classes

The academic calendar is subject to change. Please refer to [mwcc.edu/academic/academic-calendar](http://mwcc.edu/academic/academic-calendar).

**ALL final exams/projects will be administered in the last week of classes at the regularly scheduled time and class meeting location.**



**Mount Wachusett**  
*Community College*

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## **Key Registration Terms and Definitions**

**Adding a Course:** Courses can be added anytime on or before the date listed on the Academic Calendar as “Last Day to add classes and drop classes with 100% refund.”

**Dropping a Course:** This term applies to the complete removal of a course from a student’s permanent record. This can be done through student’s WebConnect account or by contacting the Advising Center on or before the “Last Day to add classes and drop classes with 100% refund.” Dropped courses will not appear on the student’s transcript. If a student notifies the Advising Center after this date, the course will be considered a withdrawal, and will remain on the student’s permanent record with a grade of “W”. The date students request the withdrawal will determine whether there is any payment refund.

**Never Attending:** In the week after add/drop, instructors must report students who have never attended (never participated for online classes) per regulations of the Department of Higher Education. Students who never attend will be dropped from the class and charged 50% of the cost of the class. Students who change plans and decide not to take a class, should drop the course during the add/drop period on the academic calendar in order to not be charged for the course. The course will not appear on the student’s transcript. Financial aid may be reduced to reflect the reduction in active credit hours.

**Stopping out:** Instructors are also required to report students who stop attending at any point prior to the last day to withdraw, as noted on the academic calendar. It is the students’ responsibility to communicate with faculty regarding all absences/missed assignments. Students who are reported as “stopping out” will earn a grade of “F” and be charge 100% of the cost of the course. Financial aid may be reduced to reflect the reduction in active credit hours.

**Course Withdrawal:** Students CANNOT withdraw on WebConnect. In order to be considered as withdrawn from a course, a student must be withdrawn through the Advising Center on or before the date listed on the Academic Calendar as “Last Day to Withdraw.” If these requirements are met, the student will receive an automatic grade of W. There is a 50% refund period for withdrawals listed on the academic calendar. All withdrawals after the 50% period have no payment refund – students will pay the full price of the course.

Please note that dropping, never attending, stopping out, and withdrawing from courses may affect your financial aid award/eligibility.

### **Key Offices to contact for assistance with adding, dropping or withdrawing from courses:**

Advising Center (978) 630-9109 or [Advisor@mwcc.mass.edu](mailto:Advisor@mwcc.mass.edu)

Leominster Campus (978) 630-9810 or [Leominster@mwcc.mass.edu](mailto:Leominster@mwcc.mass.edu)

Devens Campus (978) 630-9569 or [Devens2@mwcc.mass.edu](mailto:Devens2@mwcc.mass.edu)

3/29/2017