



# ACADEMIC CALENDAR

## FALL SEMESTER 2018

Full Semester				Cycle 1			
Thu	Aug	30	Orientation Day/Professional Day	Thu	Aug	30	Orientation Day/Professional Day
Mon	Sept	3	Labor Day - no classes all campuses, day and evening	Mon	Sept	3	Labor Day - no classes all campuses, day and evening
Tue	Sept	4	<b>Full Semester:</b> Classes Begins	Tue	Sept	4	<b>Cycle 1:</b> Classes Begins
Mon	Sept	10	<b>Full Semester:</b> Last day to add classes and drop classes with 100% refund	Mon	Sept	10	<b>Cycle 1:</b> Last day to add classes and drop class with 100% refund
Mon	Sept	17	<b>Full Semester:</b> Last day to withdraw with a 50% refund	Mon	Sept	17	<b>Cycle 1:</b> Last day to withdraw with a 50% refund
Mon	Oct	8	<i>Columbus Day - no classes all campuses, day and evening</i>	Mon	Oct	8	<i>Columbus Day - no classes all campuses, day and evening</i>
Tue	Oct	9	Monday Schedule for all day classes all campuses	Tue	Oct	9	Monday Schedule for all day classes all campuses
Wed	Oct	10	<b>Full Semester:</b> Gardner Day Academic Warnings Due				
				Wed	Oct	24	<b>Cycle 1:</b> Last day of classes
				Cycle 2			
				Wed	Oct	31	<b>Cycle 2:</b> Classes Begin
Thu - Fri	Nov	1 to 9	<b>CONTINUING STUDENT PRIORITY</b> advising/registration period for spring	Thu - Fri	Nov	1 to 9	<b>CONTINUING STUDENT PRIORITY</b> advising/registration period for spring
				Tue	Nov	6	<b>Cycle 2:</b> Last day to add classes and drop classes with 100% refund
Thu	Nov	8	<b>Full Semester:</b> Last day to withdraw				
Mon	Nov	12	<i>Veterans Day celebrated - no classes all campuses, day and evening</i>	Mon	Nov	12	<i>Veterans Day celebrated - no classes all campuses, day and evening</i>
Tue-Mon	Nov	13-19	<i>Full-time Faculty Evaluations</i>	Tue	Nov	13	<b>Cycle 2:</b> Last day to withdraw with a 50% refund
Wed	Nov	21	Monday Schedule for all day classes all campuses (no evening classes)	Wed	Nov	21	Monday Schedule for all day classes all campuses (no evening classes)
Thu-Sat	Nov	22-24	<i>Thanksgiving Holiday - no classes all campuses, day and evening</i>	Thu-Sat	Nov	22-24	<i>Thanksgiving Holiday - no classes all campuses, day and evening</i>
				Mon	Dec	3	<b>Cycle 2:</b> Last day to withdraw
Sat	Dec	22	<b>Full Semester:</b> Last day of classes	Sat	Dec	22	<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, unless noted on the class syllabus.**



**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)

3/5/2018