

PRESIDENT'S COUNCIL MEETING  
Marcum Technology Building, Room 105C  
October 23, 2014  
2:00 p.m.

HOW WILL OUR DECISIONS PROMOTE AND ENHANCE STUDENT LEARNING AND  
SUCCESS?

AGENDA

- 1 Approval of minutes –President's Council Meeting 9-11-14
- 2 Updates (20 minutes)
  - Vice Presidents
    - Academic Affairs- Dr. Cynthia Kelley
    - Student Affairs- Jerry Tunstill
    - Business Affairs- Hilda Tunstill
    - Information Technology and Administrative Services- Dr. Eddie Stone
  - Council Presidents
    - Faculty- Dr. Janice Harder
    - Support- Roxanne Evans
    - Administrative- Tom Dillingham
  - SGA President – Dallas Foster
  - Affirmative Action Officer – Laura Jent
  - Student and Campus Relations- Brenda Cannon
  - Student Success- Rhonda Cotham
  - Institutional Effectiveness- Sylvia Collins
- 3 Discussion/News Items/Accomplishments (5 minutes)
- 4 President's Comments (10 minutes)
6. Agenda Items for Next Meeting (5 minutes)

<b>Council Members</b>	<b>9/11/14</b>	<b>10/23/14</b>	<b>11/20/14</b>	<b>1/29/15</b>	<b>3/19/15</b>	<b>4/16/15</b>
Dr. MaryLou Apple President	X	X				
Dr. Stone Vice President Administrative Services & IT	X	X				
Hilda Tunstill Vice President Business Affairs	X	X				
Dr. Cynthia Kelley, Vice President Academic Affairs	X	X				
Jerry Tunstill Vice President Student Affairs	X	X				
Laura Jent Affirmative Action Officer	X	X				
Dr. Janice Harder Chair Faculty Council	X	X				
Roxanne Evans Chair Support Staff Council	X	X				
Tom Dillingham Chair Administrative Council	<b>Jan Rogers Attended</b>	X				
Dallas Foster President Student Government Assoc.	X	X				
Brenda Cannon Director of Student and Campus Relations	X	<b>Regina Burden Attended</b>				
Rhonda Cotham Director of Advisement and Student Success/	X	<b>Completion Team Cindy Logan Attended</b>				
Sylvia Collins Director of Institutional Research, Planning and Communication, Webmaster	X	<b>Not present</b>				

## **President's Council Minutes**

The meeting was called to order at 2:00 PM.

### **Approval of Minutes**

A motion was made by Laura Jent and seconded Hilda Tunstill to approve the minutes of September 11, 2014

### **Academic Affairs- Dr. Cynthia Kelley**

All significant items from the departments reporting to Dr. Kelley were included in the report submitted with the agenda. All program maps are completed and will be incorporated into the GPS system. Rhonda Cotham and Dr. Kelley will be working to complete this project. Upon completion, an interactive training session will be scheduled.

### **Student Affairs- Mr. Jerry Tunstill**

All significant items from the departments reporting to Mr. Tunstill were included in the report submitted with the agenda. The institution has put forth many efforts to support the TN Promise. The events that Motlow has sponsored have been well attended and have received positive coverage by the local newspapers as well.

### **Business Affairs- Mrs. Hilda Tunstill**

All significant items from the departments reporting to Mrs. Tunstill were included in the report submitted with the agenda.

### **IT and Administrative Services- Dr. Eddie Stone**

All significant items from the departments reporting to Dr. Stone were included in the report submitted with the agenda. All major projects that have been discussed requiring the TBR approval have received consent and are now at some stage in the completion process.

### **Faculty Council- Dr. Janice Harder**

The Faculty Council met on Friday, October 17. For the past two years, 2012-13 and 2013-14, the sub-committee of Faculty Council has worked on some portion of the faculty evaluation system. In 2012-13 the sub-committee developed a new document for evaluating faculty by the department chair/department director. That document was approved in the spring of 2013. Last year, the sub-committee took the document and incorporated it into the Comprehensive Faculty Evaluation System Handbook and updated and revised the handbook. On October 17, Faculty Council reviewed and approved the document, and recommended approval by Dr. Kelley and Dr. Apple. There are no overall changes in the Faculty Evaluation System, but the new form that was approved the previous year is now incorporated and other items that needed clarification have been addressed. Faculty Council was asked to review the guidelines for Faculty Excellence awards for both full time faculty and adjunct faculty. Feedback was sought from faculty and Department Chairs and six suggestions were approved by Faculty Council and were forwarded to Jan Rogers, Dr. Kelley and Dr. Apple. Representing members of faculty, Dr. Harder expressed interest in an update on the position of Vice President of Academic Affairs. Dr. Apple conveyed that the position will be filled. Dr. Harder expressed her appreciation to Dawn Copeland for filling the gap between two full time positions last year and improving the morale of faculty.

### **Support Staff Council- Mrs. Roxanne Evans**

The Support Staff Council met on Thursday, September 18, for the second meeting of the new academic year. The items discussed were as follows:

- Andrea Walters, Coordinator for the Financial Aid Lab, announced that the lab is closed temporarily while she fills in for the open financial aid position. Students are to be directed to the financial aid office in Crouch for assistance until the Financial Aid lab re-opens.
- A professional development presentation given by Dr. Janice Harder on September 25 was well received by support staff and was deemed an informative and successful event by the evaluations of all 18 participants.
- October 29 was selected as the date for the campus-wide Chili Cook-off. Judges, trophies and a variety of awards were discussed.
- Members were given an overview of the last President's Council meeting with emphasis placed on brainstorming ideas for best practices. One of the ideas was to distribute business-size cards with motivational sayings on them accompanied by a piece of candy to students during the chili cook-off and also on the following day, October 30. Sharon Bateman will print the cards. Another idea was to host training for support staff that would walk staff members through the admissions application process and the FAFSA application process so that members can understand how the requirements for these two separate areas need to fit and flow together. All council representatives expressed a desire to learn the process so they can provide better assistance to students. A November date will be announced for this training. Dr. Apple asked for this information to be forwarded to the completion team for documentation of initiatives that we are introducing to assist the institution in reaching completion goals.
- It was unanimously decided that the chili cook-off would serve as our next meeting date. The meeting was adjourned at 3:00 PM.

### **Administrative Council- Mr. Tom Dillingham**

The Administrative Council has been working together with the Support Staff to schedule the Christmas Potluck on Dec 11. The next meeting of Administrative Council is Wed. Oct 29, 2014. The Administrative Council would like to schedule a professional development activity and is working to schedule a health awareness program in February 2015.

### **SGA President-Dallas Foster**

SGA at all community colleges held a voter registration drive, with MSCC winning with the most students registered to vote. A breast cancer walk was held October 3, and everyone seemed to enjoy it. A blood drive is scheduled Monday, October 27, from 10:00 AM to 3:00 PM. Participants in the blood drive will receive a free t-shirt of their favorite college. Dr. Harder questioned if participation in the blood drive has increased with the offer of a free collegiate t-shirt. Ms. Foster will report the results at the President's Council on November 20. SGA will host "Fall Fun Day" on Thursday, October 30. Kettle corn will be available for everyone to enjoy, and SGA will be handing out safety whistles to students in an effort to promote campus safety. The SGA president and several others will be attending Tennessee Intercollegiate State

Legislature (TISL) at the state capitol on November 13. A multi-campus SGA retreat will be held on Friday, October 24 from 9:00 AM- 2:00 PM at the Moore County Campus.

### **Affirmative Action- Ms. Laura Jent**

All significant items were included in the report submitted with the agenda. TBR has announced a new director of Equity Initiatives. There will be more training forthcoming that will be mandated by the TBR. Employees have until Saturday, October 31, to make changes in employee benefits and/or make contributions to the charitable giving campaign. All employees that are currently enrolled in the Flex Plan and wish to continue enrollment in 2015, must sign-up online, as enrollment in the plan does not automatically renew.

### **Student and Campus Relations- Ms. Regina Burden**

The campus has many activities scheduled throughout the month:

- The Elk Valley CPA will be meeting at the Moore County Campus on October 24.
- An SGA retreat is schedule October 24.
- The NAEYC Accreditation Team visit is scheduled October 26-29.
- The chili cook-off is scheduled October 29.
- The Lynchburg Leadership Team will be visiting the campus on October 30.
- The PSLI monthly meeting is scheduled October 31.
- Performances of the children's play, *the Emperor's New Clothes*, are scheduled October 29-31.
- The Fayetteville Center is hosting an International Festival and the Day of the Dead on October 30 from 8:00 AM-2:00 PM.
- The Fayetteville campus will host a breakfast for educators on November 4.
- The artwork of Tammy O'Connor will be featured in an exhibit beginning November 5 through December 1.
- Strategic Planning for the institution is scheduled November 7.
- Motlow will host a breakfast for TN Achieves Mentors on November 12.
- The Fayetteville Center will host a career fair on November 12.
- The McMinnville Center will host their International Festival on November 12.
- An international education informational event will be held at the Moore County Campus on November 12-13.
- The McMinnville Center will host their International Festival on November 12.
- The Smyrna Center will host their International Festival on November 19.
- Basketball season officially opens on October 31 and schedules are available.

### **Completion Team- Cindy Logan**

The Completion Team (composed of three members of faculty: Linda Harris-Young, Brian Robinson, Dayron Deaton-Owens and three support members: Cindy Logan, Rhonda Cotham, and Donna Dunaway) has met several times over the past month. The Completion Team is reviewing institutional data, research-based literature, and best practices across the nation to look at possible ways to incorporate some of the measures at Motlow. The team is also reviewing "best practices" at Motlow to identify what is working well and areas of improvement. The focus of the Strategic Planning meeting will be the completion agenda, and the team hopes to create an atmosphere of excitement with input from all constituents of Motlow.

## **Discussion/News Items/Accomplishments**

- A motion was made by Regina Burden and seconded by Mr. Tunstill to approve the 2015-16 academic calendars (see attached).
- Dr. Apple and members of the Executive Team attended the Institutional Briefing at the TBR on October 8. Dr. Apple expressed her appreciation to those that provided information for each of the areas that were included in the 20-page report. The meeting was insightful. It is clear that Motlow is expected to achieve the completion agenda and will continue to be evaluated on progress. Areas in which Motlow has done well were identified as well as areas for improvement. The Strategic Plan is being re-written for 2015 forward; it covers the same four major categories but with strong focus on the completion agenda. In addition, Dr. Apple cited several issues at the meeting that have initially been addressed by the TBR but have not received follow through at the Board level.
- Dr. Apple and several others attended an Accessibility Conference on September 17-18. There is an abundance of information that will be forthcoming regarding accessibility. There is a strong call out by the federal government that all institutions will be responsible to ensure every student with every disability will receive equally, effective communication. This means that institutions must inform book publishers, software developers, webpage designers, etc., that the institution will not purchase their products unless they provide for equal access of all students in the same manner. Fines will be implemented for institutions that do not comply. Dr. Harder stated a request was made to add this as an agenda item for the Faculty Sub Council meeting scheduled October 24. Faculty members would like to discuss the expectations of increased work load on faculty. The accessibility initiative will be a long process because it will require TBR policy changes, purchasing modifications as well implementation and training at the institutional level. Companies burdened with the cost of complying with the requirement will be forced to increase their prices; therefore, it is expected that students will likely experience an increase in their cost of attendance.
- Due to some interpretations that have recently come to the attention of SACSCOC, the TBR has instituted a moratorium on all TCAT transfer degrees until further review can be regarding the block. Students currently enrolled may complete the program.
- Beginning fall 2015, dual enrolled students will not be allocated lottery funds based on credit hours. The lottery provides \$1200 per student for dual enrollment classes during his/her junior and senior year. The Governor has stated that he would like to provide the first dual enrollment class free to all juniors in high school. The tuition for one class varies per institution and is approximately \$300-\$500. In an effort to eliminate a potential monetary gap between tuition costs and lottery benefits for each student, a modification was made to the manner in which lottery funds are allocated. The modification will provide two free dual enrollment classes for juniors in high school as follows:  
High school juniors will receive \$1200 (Course 1- \$500; Course 2-\$500; Course 3- \$200, Course 4- \$0).  
High school seniors will receive \$1200 (Course 1- \$300; Course 2-\$300; Course 3- \$300, Course 4- \$300).

The TBR is evaluating the possible cap of \$500 per dual enrollment class for the next three years.

- Education must work closely with business and industry to provide programs that will help them sustain and thrive in local areas. Motlow has been asked to lead this initiative in Rutherford County. Dr. Kelley, Tom Dillingham and other individuals have been working diligently with LWIA to develop an Industrial Readiness Training (IRT). Vijn is sponsoring the IRT program that will begin in November in Rutherford County. Individuals successfully completing the three week, half-day training will have priority in placement for a position within Vijn. Other companies have expressed a need for this type of training in the workforce as well.
- The State had 42,000 students to register for TN Achieves. Mentors are still needed in some of the various counties that Motlow serves. Individuals interested in becoming a mentor may register online at [tnachieves.org](http://tnachieves.org).
- The exit exam that students take prior to graduation is a performance funding number for the institution. It is tracked through testing from the THEC side. This year the number of students taking the test was significantly less, thus a reduction in funding. We are not certain why this occurred; however, we have taken measures to prevent this in the future.
- There being no further business, the meeting adjourned at 3:16 PM

Respectfully submitted,  
Christy Glenn

**Student Retention and Completion Efforts: VPAA  
Date or President's Council Meeting: 10/23/2014**

<u>RETENTION RATE IMPROVEMENT ACTIVITIES</u>	<u>GRADUATION RATE IMPROVEMENT ACTIVITIES</u>	<u>PLANNING FOR TENNESSEE PROMISE ACTIVITIES</u>
<b>MEETINGS</b>	<b>MEETINGS</b>	<b>MEETINGS</b>
Ongoing work and final preparation for the IRT class that begins in November.	Ongoing work with The Completion Team	Attended Tennessee Promise counselors and principals breakfast meeting on Sept. 12, 2014 at MSCC - Moore
Academic Affairs meeting on September 5; discussion included Academic Fresh Start, the possibility of reintroducing two classes that had not been offered recently, and discussion regarding the HPER and Exercise Science Programs. Review of class scheduling procedures.	Met with Sylvia Collins, Director of Institutional Research, Planning and Communication, to discuss the selection of the new Quality Enhancement Plan.  Met with Pat Hendrix, Interim Director of Nursing, to discuss the upcoming Nursing Accreditation process.	
Met with Drew Hooker, EMS Program Coordinator, to discuss growing the new Paramedic program	Met with Dr. Charles Little, Site Director at Franklin for King University, to discuss transfer opportunities for MSCC students.	
Met with Dawn Copeland, Assistant Vice President for Academic Affairs, and Lori Mevis, High School Programs Partnership Specialist, to discuss Dual Enrollment	Met with Donna McKoon, Business and Technology Department Chair, to discuss strategies for growing Business & Technology programs	
Academic Leadership Team Meetings on Sept. 5 and Oct. 10		
TBR Board Meeting at PSCC		
Accessibility Summit		
<b>EXTRA CURRICULAR ON CAMPUS ACTIVITIES</b>	<b>EXTRA CURRICULAR ON CAMPUS ACTIVITIES</b>	<b>EXTRA CURRICULAR ON CAMPUS ACTIVITIES</b>
Attended the Smyrna SGA coffee; met and spoke with students in attendance		
<b>IN THE COMMUNITY</b>	<b>IN THE COMMUNITY</b>	<b>IN THE COMMUNITY</b>
Attended Tennessee Board of Regents and Tennessee Hospital Association meeting to discuss the efforts of hospitals to employ a greater number of B.S.N. than R.N. certified nurses		Attended the TN Promise information meetings at Moore and Fayetteville campuses
		Attended the Coffee County TN Recruitment Meeting

## STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 10/23/14

### **Business Affairs**

#### **Meetings Attended:**

09/17/14 TBR Accessibility Summit

09/18/14 Banner Webinar

09/04/14 FA TBR Conference Call

09/04/14 2014 - 2015 Banner Financial Aid Summer Release (8.21) Client Webinar

09/19/14 TSAC Financial Aid Training

09/22/14 TASFAA Executive Board Conference Call

10/03/14 Meeting on upcoming TBR Caucus

Foundation "October Skies Star Party" held 10/4 with Billy Hix presenting. Approximately 200 people in attendance. Potential for fundraising for STEM program.

Organizational meeting held with our Associate Trustee Pilot team .

Attended the Moore County Chamber meeting on 10/8.

Attending Tullahoma Noon Rotary meeting 10/10 with this semester's recipient of their scholarship.

Trustee Executive Board meeting to be held 10/16/14.

Foundation golf tournament held 9/19 netted \$12,900.

#### **Upcoming Event:**

10/13/14 to 10/14/14 TN Summit

10/22/14 Follow-up to TBR Accessibility Summit

10/26/14 to 10/28/14 SACUBO Training

11/04/14 to 11/06/14 TBR BPM Training

11/12/14 TBR Federal Grants Training

10/08/14 TASFAA/TSAC Fall Training Series - Workshop

10/09/14 TBR Conference Call - Dual Enrollment Standard Fee Planning

10/14/14 TBR FA Advisory Committee Meeting

10/14/14 to 10/15/14 TASFAA Executive Board Meeting

11/03 or 04 or 05/14 FA Directors Meeting with Assistant Vice Chancellor for Student Affairs (Nashville)

11/06/14 FA TBR Conference Call

11/12/14 tnAchieves Mentors Breakfast Training

## STUDENT RETENTION AND COMPLETION EFFORTS

**Date of Council Meeting: 10/23/14**

11/14/14 Business Affairs Staff Training

12/02/14 to 12/05/14 FSA Training Conference

12/04/14 FA TBR Conference Call

### **Activities or Functions:**

All staff completed the self-evaluation for dealing with student retention and success by 9/15/14

All staff will complete the FERPA, Title IV, and Harassment Training by 10/31/14

Distributed information about being TN promise mentor to all staff

Total raised to date for the MLPS endowment is \$30,400 (\$25,000 of which will be matched by donor)

Additional \$25,000 match offered by same donor. Anticipated result is \$100,000 endowment.

MLPS Fall Coffee 10/13/14 which will include fundraising efforts for scholarship and endowment funds.

Distributed information about the Tennessee Promise: Signs to 4 locations; spoke about the program and the mentoring program at the Coffee County Leadership board meeting, the new class of Coffee County Leadership, TACC Board Meeting, MACOC board meeting.

\$5,000 annual donation requested from HRMC for our campaign to sustain nursing program. Russ Spray, Trustee, has stated that he is reaching out to his contacts at Tri-Star Health to ask for donations. Pat Hendrix has said that the nursing department need a Pediatric Sim-Mannequin costing apx \$15,000 Donations will be used for that purpose.

## **Student Retention and Completion Efforts: ITAS**

**Date of Council Meeting: October 23, 2014**

### **Administrative Computing Department:**

- Completed the upgrade of Degree Works to version 4.1.3.
- Created a campus directory, which is labeled “People Search” on the Motlow homepage, to help students reach faculty and instructors.

### **Research, Planning and Communication:**

- To increase students' connectedness to the institution, RPC staff promotes events, provides deadlines and important information, and shares student success stories through publications, press releases, web site, twitter and facebook. During the last couple of months, RPC staff has shared information with students via these multiple outlets for events including Constitution Day, College Fair, Pink Out, SGA Elections, Star Gazer and Barren Fork River Cleanup. All academic deadlines were also promoted in multiple outlets to keep students on track for completion. In September, Student Success story on Mary Sillivant was written and posted to media.
- To assist college leaders in making data-driven decisions that might impact retention and completion rates, RPC staff provides annual data reporting in the Fact Book as well as many ad-hoc reports on student retention and completion rates and other related data. In the last month, RPC staff has provided retention data to the Completion Committee and enrollment and success data to the Education Department for program accreditation. Also during the month of October, RPC staff complied and submitted the IPEDS Fall Collection which will be used to publically compare MSCC's data with that of other community colleges giving college leaders benchmarks for making improvements in areas including retention and completion.
- To provide college leaders with information on the students' perceptions and concerns, RPC staff conducts and reports the results of annual student surveys such as the Student Satisfaction with Services Survey and the Community College Student Engagement Survey. During the last few weeks, results of satisfaction surveys have been shared with senior staff for the development of initiatives to improve satisfaction of current students, alumni and employers of graduates. In October, results of satisfaction surveys have also been sent to the Completion Team and the Education Department for program accreditation.

### **Facilities:**

- Employee Development: We continued employee meetings focusing on customer service and providing valuable services for our college community.
- Projects with Impact:
  - Eoff Hall Powers Auditorium Renovation Project is moving forward with acoustical and lighting surveys along with perimeter upgrades to building aesthetics

## **Student Retention and Completion Efforts: ITAS**

### **Date of Council Meeting: October 23, 2014**

- Conducted kick-off meeting with Nisette Flooring architect to replace an aging roof with minor sporadic roof leaks

### **Facilities:**

- Conducted kick-off meeting with architect on Simon Hall Interior Renovation project focusing on science lab upgrades, restroom facilities upgrade and entire building flooring
- Conducted project kick-off meeting on McMinnville Campus Roadway and Parking lot upgrade
- Conducted project kick-off for Heat Recovery project for Clayton-Glass Library and Marcum buildings for improved dehumidification and temperature control
- Conducted contractor and architect meetings regarding baseball and softball facility upgrades
- Completed Forrester facility upgrade for new Student Lounge Area and awaiting furniture arrival for final completion
- Conducted Forrester facility upgrade Phase II reviews with contractors and architect for restroom facility upgrades and flooring refurbishment

### **Library Services:**

- All library sites added mobile device chargers
- Sent out Tennessee Promise and dual enrollment information to two homeschool coops
- Talked to current students about their current semester and plans after Motlow
- Provided Mid-Term exam snacks, treats, and words of encouragement for our 11 student workers
- Spoke with students regarding their workload and progress of classes and future classes.
- Participated and supported the PINK OUT - a student led event on Campus
- Attended the Constitution Day Program with students - Moore County Campus
- Attended Megan O'Connor Art Exhibit and interacted with the Art students
- Offer directions to offices and building
- Provided muffins, granola snacks, drinks and encouragement to academic student workers during midterms.

**STUDENT AFFAIRS**  
**STUDENT RETENTION AND COMPLETION EFFORTS**

**Date of Council Meeting: 10/23/14**

Ongoing	Academic Check-Ups
Ongoing	Career Interest Inventory for Students
Ongoing	Early Alert Follow-up
Ongoing	New Student Orientation Planning Meetings
Ongoing	Probation Mentoring
Ongoing	Recruiting Initiatives (College Fairs, High School Visits)
Ongoing	SGA Student Engagement Activities
Ongoing	Student Success Roundtables
9/8/14	TN Promise Meeting with Rev. Elmore Torbert
9/9/14	MP3 Mentors' Training, Moore County Campus
9/12/14	TN Achieves/Motlow College Counselors' Breakfast, Moore County
9/12/14	TN Achieves/Motlow College Counselors' Luncheon, McMinnville Center
9/16/14	Student Activity Fee Committee
9/19/14	MP3 Meet and Greet, Moore County Campus
9/20/14	The Promise Begins at Motlow/TN Promise Application Saturday, Moore County Campus
9/26/14	Library Task Force Teleconference
9/30/14	The Promise Begins at Motlow/TN Promise Application Tuesday, Fayetteville Center
10/2/14	Motlow Clubs and Organizations ITV Meeting
10/7/14	The Promise Begins at Motlow/TN Promise Application Tuesday, McMinnville Center
10/17/14	MP3 Student Conference/Retreat - Gossick Leadership Center
10/18/14	The Promise Begins at Motlow/TN Promise Application Saturday, Smyrna Center

**STUDENT AFFAIRS**  
**STUDENT RETENTION AND COMPLETION EFFORTS**

**Date of Council Meeting: 10/23/14**

9/15-9/24/14 Academic Progress Reports for Athletes

9/17-9/18/2014 Accessible Instructional Materials and Technology Summit

# DRAFT

## Calendar For Summer 2016 Summer 2016 Full Term (May 31 –August 4)

April 6- May 24	Continuous Preregistration for Summer; My Motlow available Register early to ensure class availability
April 15	<b>Financial Aid Processing Deadline: If your financial aid is not complete, you must be prepared to pay by the payment deadline of May 24 to maintain your class schedule</b>
May 3	Preregistration begins for students using TBR/UT or State Fee Waivers
May 24	Last day to pay fees for pre-registered students
<b>May 25</b>	<b>Last day to submit admission application for Summer 2016</b>
May 25	Students who have preregistered and not paid fees will be deleted from classes at 7:00 AM
May 25	<b>REGISTRATION WILL REOPEN AT 8:00 AM</b>
May 30	Last day for 100% refund
May 31	Last day to register, add classes; A late fee will be assessed on this day Class schedules will be deleted for students who still owe fees as of this date My Motlow available for drops and withdrawals only through the last day to drop classes with a "W"
May 31	Regular Classes and MSCC ONLINE classes begin
June 1	Last day to pay for Dual Enrollment Students
June 7	Last day for 75% refund
June 13	Last day to drop and be deleted from roll
June 16	Last date of 25% refund
July 4	Independence Day Holiday (campus closed)
July 12	Last day to drop classes with a "W" (The last day to drop shorter courses in the term and receive a "W" will be two-thirds into the course. Please check with Admissions and Records Office for specific dates.) MyMotlow will be available through this date for withdrawals
August 3	Last day of class
August 4	Exam (check with your instructor)

Revised 8/1/2014

Note: This calendar is subject to change at any time prior to or during an academic term due to circumstances beyond the reasonable control of the institution.

# DRAFT

## Calendar For Summer 2016 Summer 2016 Session I (May 31-June 30)

April 6- May 24	Continuous Preregistration begins; My Motlow available Register early to ensure class availability
April 15	<b>Financial Aid Processing Deadline: If your financial aid is not complete, you must be prepared to pay by the payment deadline of May 24 to maintain your class schedule.</b>
May 3	Preregistration begins for students using TBR/UT or State Fee Waivers
May 24	Last Day to Pay Fees for pre-registered students
<b>May 25</b>	<b>Last day to submit admission application for Summer 2016</b>
May 25	Students who have preregistered and not paid fees will be deleted from classes at 7:00 am
May 25	Registration will reopen at 8:00 am
May 30	Last day for 100% refund
May 31	Last day to register or add classes; A late fee will be assessed on this day Class schedules will be deleted for students who still owe fees as of this date My Motlow available for drops and withdrawals only through the last day to drop classes with a "W"
May 31	Regular Classes begin
June 1	Last day to pay for Dual Enrollment Students
June 3	Last day for 75% refund
<b>June 3</b>	<b>Classes will meet today to make up for Memorial Day</b>
June 6	Last day to drop and be deleted from roll
June 7	Last day for 25% refund
June 19	Last day to drop with a "W" My Motlow will be available through this date for withdrawals
June 29	Last day of classes
June 30	Final Exams

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Revised 8/1/2014

# DRAFT

## Calendar For Summer 2016 Summer 2016 Session II (July 5-August 4)

April 6	Continuous Preregistration begins; My Motlow available
May 24	Register early to ensure class availability
May 24	Last day to pay fees for pre-registered students
May 25	Students who have preregistered and not paid fees will be deleted from classes at 7:00 AM
May 25	Registration will reopen at 8:00 AM
<b>May 25</b>	<b>Last day to submit admissions application for Summer Session II, 2016</b>
June 28	Last day to pay fees for all Session II students registered on or after May 25
June 29	Students who have registered and not paid fees will be deleted from classes
July 4	Last day for 100% refund
July 5	Last day to register or add a class, or pay fees Class schedules will be deleted for students who still owe fees as of this date My Motlow available for drops and withdrawals only through the last day to drop classes with a "W"
July 5	Regular Classes begin
July 8	Last day for 75% refund
<b>July 8</b>	<b>Classes will meet to make up for July 4<sup>th</sup> Holiday</b>
July 11	Last day to drop and be deleted from roll
July 12	Last day for 25% refund; Last day to submit Fee Waivers and Discount Forms
July 24	Last day to drop with a "W" My Motlow will be available through this date for withdrawals
August 3	Last day of classes
August 4	Final Exams

Note: This calendar is subject to change at any time prior to or during an academic term due to circumstances beyond the reasonable control of the institution.

Revised 8/1/2014

## Full Term Calendar for Spring Semester 2016

November 2- January 12	Continuous Preregistration for Spring; MyMotlow available Register early to ensure class availability
<b>December 2</b>	<b>Financial Aid Processing Deadline: If your financial aid is not complete, you must be prepared to pay by the payment deadline of January 12 to maintain your class schedule</b>
December 22	Preregistration begins for students using TBR/UT or State Fee Waivers
<b>January 11</b>	<b>Last day to submit admission application for Spring 2016</b>
January 11	Spring Assembly (Some campus offices may be closed during specific times, please check <a href="http://www.mscc.edu">www.mscc.edu</a> for more information)
January 12	Last day to pay for preregistered students; classes will be deleted for nonpayment
<b>January 13</b>	<b>Students who have preregistered and not paid fees will be deleted from classes at 7:00 AM</b>
January 13	<b>REGISTRATION WILL REOPEN AT 8:00 AM</b>
<b>January 13 January 19</b>	<b>Individuals registering or adding classes must pay for classes each day prior to 10:00 PM or classes will be deleted</b>
January 18	Martin Luther King Holiday (campus closed)
January 18	Last day for 100% refund
January 19	Last day to register, add classes Class schedules will be deleted for students who still owe fees as of this date My Motlow available for drops and withdrawals only through the last day to drop classes with a "W"
January 19	Regular classes and MSCC Online classes begin
January 22	Friday classes begin
January 23	Saturday classes begin
February 1	Last day to drop classes and be deleted from the roll
February 1	Last day for 75% refund
February 15	Last day for 25% refund; Last day to submit Fee Waivers and Fee Discount Forms
March 1	Last day to pay for Dual Enrollment Students
Feb 29- Mar 5	Midterm Exams
March 4	Last day to submit completed work to the instructor to remove an "I" for Fall 2014
March 7-10	Spring Break (Friday and Saturday classes will meet)
March 11	Friday classes will meet
March 12	Saturday classes will meet
March 25	Last day to drop classes with a "W" (The last day to drop shorter courses in the term and receive a "W" will be two-thirds into the course. Please check with Admissions and Records Office for specific dates) My Motlow will be available through this date for withdrawals.
March 25	Campus Closed (Administrative Closing Day)
March 26	Campus Closed (No Saturday classes)
April 29	Final Exams for Friday classes
April 30	Final Exams for Saturday classes
May 2-5	Final Exams; see exam schedule for days and times
May 7	Commencement

Revised 7/31/2014

Note: This calendar is subject to change at any time prior to or during an academic term due to circumstances beyond the reasonable control of the institution

## Full Term Calendar for Fall Semester 2015

April 6 August 18	Continuous Preregistration for Fall; MyMotlow available Register early to ensure class availability
July 15	<b>Financial Aid Processing Deadline: If your financial aid is not complete, you must be prepared to pay by the payment deadline of August 18 to maintain your class schedule</b>
July 27	Preregistration begins for students using TBR/UT or State Fee Waivers
August 17	<b>Last day to submit admission application for Fall 2015</b>
August 17	Fall Assembly (Some campus offices may be closed during specific times, please check <a href="http://www.mscc.edu">www.mscc.edu</a> for more information)
August 18	Last day to pay for preregistered students; classes will be deleted for nonpayment
August 19	<b>Students who have preregistered and not paid fees will be deleted from classes at 7:00 AM (MyMotlow will be closed during this process)</b>
August 19	<b>REGISTRATION WILL REOPEN AT 8:00 AM</b>
August 19 August 24	<b>Individuals registering or adding classes must pay for classes each day prior to 10:00 PM or classes will be deleted</b>
August 23	Last day for 100% refund
August 24	Regular classes begin and MSCC online classes begin
August 24	Last day to register or add classes Class schedules will be deleted for students who still owe fees as of this date MyMotlow available for drops and withdrawals only through the last day to drop classes with a "W"
August 28	Friday classes begin
August 29	Saturday classes begin
September 4	Friday classes meet
September 5	Saturday classes meet
September 6	Last day to drop classes and be deleted from the roll
September 6	Last day for 75% refund
September 7	Labor Day Holiday (campus closed)
September 20	Last day for 25% refund; Last day to submit Fee Waivers and Fee Discount Forms
October 2-8	Midterm Exams
October 8	Last day to submit completed work to the instructor to remove an "I" for Spring and Summer 2013
October 9-10	No Friday or Saturday Classes (Fall Break)
October 12-13	Fall Break
October 15	Last day to pay for Dual Enrollment Students
October 31	Last day to drop classes with a "W" (The last day to drop shorter courses in the term and receive a "W" will be two-thirds into the course. Please check with Admissions and Records Office for specific dates.) MyMotlow will be available through this date for withdrawals
November 2	Intent-to-Graduate forms due to Admissions and Records Office
November 25-29	Thanksgiving Break Wednesday classes will not meet on November 25, Friday classes will not meet on November 28, Saturday classes will not meet on November 29
December 7-12	Final Exams; See exam schedule for days and times

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