



New Employee Quick Start Guide

Purpose:

The purpose of this guide is to give new employees a general overview of the mission, purpose, structure, and composition of Lewis-Clark State College (LCSC). The guide will serve as a starting point for services, policies, and processes to become familiar with for a successful start at LCSC. The new employee guide should be used in the introduction process for the new employee mentor program.

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Websites:

New Employee Mentor Program- <http://www.lcsc.edu/ecc/mentor.htm>

Mentor Program Feedback Form- <http://www.lcsc.edu/ecc/mentorfeedback.asp>

Lewis-Clark

STATE

C O L L E G E

Welcome from President J. Anthony (Tony) Fernández:

I want to be one of the first to welcome you to Lewis-Clark State College. You are now part of a proud and close-knit family, the LC family, and you will be working with dedicated professionals who care for the students and for each other. I hope you'll enjoy working in this friendly atmosphere where everyone is committed to making the college the best it can be as we work together to help students change their lives through education.

You will notice what makes LCSC so special--the dedicated faculty and staff, the students, the beautiful campus, and the selection of relevant instructional programs. The quality of education here is nationally recognized. For example, in recent years, U.S. News & World Report ranked us as the number one public four-year college in the West.

At LCSC, we are proud of our student-centered environment, where we work closely with students and where students come first. We take pride in our work, and our efforts pay off. LCSC is a popular choice for students and is recognized as a major player in the economic development of the Lewiston-Clarkston Valley.

You have chosen to join a winning team, the LC family. As our slogan states, "Lewis-Clark State College. Smart Choice." Welcome! I'm glad you're here!

--J. Anthony Fernández

Welcome from PSO:

Welcome to Lewis-Clark State College! The PSO exists to represent the interests of all professional staff at Lewis-Clark State College. The PSO works with a variety of campus components in an effort to improve personnel and program management, morale, customer service, working conditions, compensation, ethical practices, and overall productivity.

Membership is automatic for all professional staff employees. Members also sit on a variety of College committees to represent the organization on matters relative to the above. Please feel free to attend a meeting or contact one of the council officers for more information. For details, visit www.lcsc.edu/psa.

Welcome from CSO:

Welcome to Lewis-Clark State College! The mission of the Classified Staff Organization (CSO) is to represent the interest of classified employees at Lewis-Clark State College by working with other constituents of the campus for the improvement of personnel and program management, morale, working conditions, and productivity. Membership is open to all LCSC classified staff and is automatic the first day of employment.

Learn more about CSO! Visit our website at www.lcsc.edu/cso or contact any CSO Officer with questions.

Lewis-Clark

S T A T E

C O L L E G E

Mission:

Lewis-Clark State College is a regional state college offering instruction in the liberal arts and sciences, professional areas tailored to the educational needs of Idaho, applied technical programs which support the local and state economy and other educational programs designed to meet the needs of Idahoans.

Core Themes:

Core Theme One: Connecting Learning to Life Through Academic Programs

The first segment of the three part mission of Lewis-Clark State College is fulfilled under aegis of Academic Programs. This theme guides the offering of undergraduate instruction in the liberal arts and sciences and professional programs tailored to the educational needs of Idaho.

Core Theme Two: Connecting Learning to Life Through Professional-Technical Programs.

The second segment of the three part mission of Lewis-Clark State College is fulfilled under the aegis of Professional-Technical Programs. LCSC functions under this theme by offering an array of credit and non-credit educational experiences that prepare skilled workers in established and emerging occupations that serve the region's employers.

Core Theme Three: Connecting Learning to Life Through Community Programs.

The third and last theme of Lewis-Clark State College is fulfilled through Community Programs. The primary function of Community Programs is to provide quality delivery of outreach programs and services to students, customers and communities throughout Region II as well as degree completion programs in Region I.

Lewis-Clark

S T A T E

C O L L E G E

Key Campus Committees:

Compensation Review Committee (CRC): The Compensation Review Committee (CRC) provides analyses and advice to campus decision makers in the areas of monetary and non-monetary compensation. The CRC is intended to function as a key element in an objective decision-making process that facilitates cross-College communication and visibility over the compensation process. The members of the CRC are drawn from functional areas and constituency groups across the College including PSO, CSO, and Faculty (<http://intranet.lcsc.edu/crc>).

President's Council: The President's Council is an advisory group to the president on both internal and external issues. It serves as a communication and consulting group. The President's Council meets each Wednesday at 9:00 a.m., in the Alumni Board Room. Members include the President, President's Assistant, Provost, Dean of Academic Programs, Dean of Professional-Technical Programs, Dean of Student Services, Dean of Community Programs, Vice President for Administrative Services, Budget Director, Chief Technology Officer, Chief Planning Officer, Director of Advancement, College Communications Coordinator, Faculty Senate Representative, Professional Staff Representative, and Classified Staff Representative.

Provost's Council: The Provost's Council shall advise the Provost and provide a communication forum for the following: 1. Recommending and implementing academic policies and procedures; 2. Managing personnel policies; 3. Evaluating program quality and effectiveness; 4. Developing academic affairs' budget priorities; 5. Implementing strategic planning and budget initiatives; 6. Recommending budget priorities; 7. Addressing issues of importance to the College.

Professional Development & Training Committee (PDT): The PDT is a committee with the task to develop and organize a training program and new employee orientation program per PG 54. Training program will include training for faculty and staff. Purpose is to have a training program developed for new employees and current employees in a structured and organized format (www.lcsc.edu/pdt).



REFERENCE GUIDE - STAFF

Who's Who 2011-2012

President	Dr. Tony Fernández	2216
Provost & Vice President for Academic Affairs	Dr. Carmen Simone	2213
Vice President for Finance and Administration.....	Mr. Chet Herbst.....	2240
Deans:		
Academic Programs	Vacant	2325
Community Programs	Ms. Kathy Martin	2282
Professional-Technical Programs.....	Dr. Rob Lohrmeyer.....	2225
Student Services.....	Dr. Andy Hanson.....	2218

Division Chairs:

Business	Mr. Randy Martin.....	2293
Education	Dr. Jann Hill.....	2260
Humanities	Ms. Mary Flores	2307
Natural Sciences & Mathematics.....	Dr. Matthew Johnston	2295
Nursing & Health Sciences	Dr. Lori Stinson	2250
Business Technology & Service	Ms. Lynn Mathers.....	2466
Social Sciences.....	Dr. Bill Clouser	2291
Technical & Industrial	Dr. Tim Wiggins.....	2220

New Employee Resources

Intranet for news, announcements, and important dates - <http://intranet.lcsc.edu>
 Intranet for emergency information- <http://intranet.lcsc.edu/eri>
 Intranet for campus forms – <http://intranet.lcsc.edu/forms.asp>
 Internet for department and program information – <http://www.lcsc.edu>
 Course catalog and department information – <http://www.lcsc.edu/catalog>
 Campus event calendar and space reservations- <http://www.lcsc.edu/calendar>
 Classified Staff Organization - <http://www.lcsc.edu/cso>
 Professional Staff Organization - <http://www.lcsc.edu/pso>
 Faculty/Staff Handbook - <http://www.lcsc.edu/humanresources/policy.htm>
 Personnel Directory - <http://www.lcsc.edu/people/people.asp>
 Department Directory - <http://www.lcsc.edu/people/department.asp>
 Employee training & development – <http://www.lcsc.edu/pdt>
 E-mail at home- <http://mail.lcsc.edu>

New Employee Setup

Controller's Office..... Administration Building 103..... 2202
 --Parking permits (cashier's window & SUB info desk), (www.lcsc.edu/controllersoffice)

Directory- Go to <http://www.lcsc.edu/people/people.asp> and **submit your name as a new employee**

Human Resource Services.....	Administration Building 101	2269
--Benefits information, payroll setup, and employee personnel issues, (www.lcsc.edu/humanresources)		
Information Technology.....	Sam Glenn Complex B28.....	2231
--E-mail and network account, computer setup, and telephone directions & assistance (make sure to get your telephone display changed to your name), (www.lcsc.edu/it)		
Security.....	Meriwether Lewis Hall 110	2226
--Key requests initiated in department office (http://intranet.lcsc.edu -forms) and room openings (www.lcsc.edu/security)		
SUB Info Desk.....	SUB	2060
--WarriorOne Card (LCSC ID, use for fitness center, LCSC events, etc.), events scheduling, & advertising on reader boards, (www.lcsc.edu/ecc)		

Business Operations References

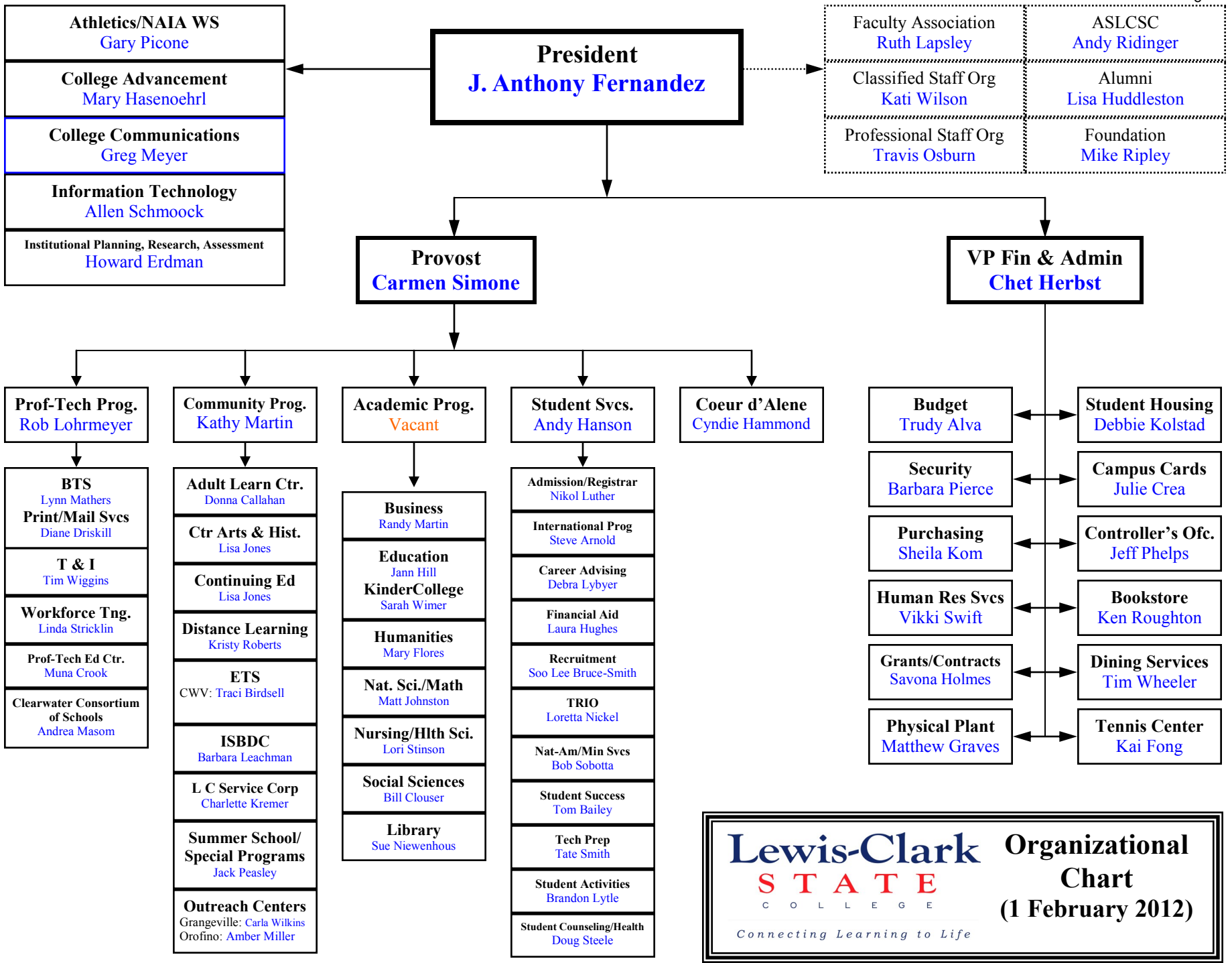
Administrative Services.....	Administration Building 106.....	2240
--Help with Budgets (Budget Director x2353), records retention, certificates of insurance for events, contracts, visitor or student campus accidents, visitor parking permits, & waivers (www.lcsc.edu/adminservices)		
Controller's Office.....	Administration Building 103.....	2202
--PCard (credit cards), FRx- online budget reports (contact Bev Hill x2206), accounts payable/receivable, travel requests (online form), check pickup, requisition questions (forms in purchasing), signature authority setup, petty cash reimbursement, deposits, general spending questions (www.lcsc.edu/controllersoffice)		
Fitness Center	Activity Center	2675
--An updated fitness center is available for use by staff for free and spouses can purchase memberships for a nominal fee		
Food Service (Sodexo).....	Student Union Building.....	2244
--A full menu food service court is available during the school year and limited during the summer, guests are also welcome to eat at the food court (https://lcsc.catertrax.com/)		
Human Resource Services.....	Administration Building 101	2269
--Benefits (medical, dental, optical, flexible spending account), employee payroll setup, waivers for taking classes, HR forms, employee grievances (www.lcsc.edu/humanresources)		
Information Technology.....	Sam Glenn Complex B28.....	2231
--Helpdesk for technology, e-mail, telephones, audio/visual equipment requests (x2631), technology quotes, Work at Home Rights” for Microsoft software, and PEG channel (www.lcsc.edu/it)		
KinderCollege.....	KinderCollege Building	2254
--Daycare is available for children of staff at LCSC		
Media/Communications/Press.....	Advancement Office / Building	2458
--Contact to publicize your department, outside press releases, media exposure, campus official logos to use on letterhead & publications (www.lcsc.edu/collegeinfo)		
Physical Plant.....	Physical Plant.....	2247
-- Vehicle rental, work orders for office repairs, building repairs, landscaping issues, furniture moves, recycling pickup, & custodial services (www.lcsc.edu/pp)		
Purchasing.....	Administration Building 104.....	2288
-- Requisition forms, P.O.#'s, help with bids & purchasing processes (www.lcsc.edu/purchasing)		

Security..... Meriwether Lewis Hall 110	2226
--Lost and found, room openings, reporting of campus accidents, parking issues, campus safety, key pickup, campus escorts (www.lcsc.edu/security & mobile phone x2815)	

Student Operations References

Admissions	Reid Centennial Hall 102.....	2210
Associated Students (ASLCSC).....	Student Union Building (SUB) 219.....	2256
Career & Advising	Reid Centennial Hall 110.....	2313
Computer Labs (students only)	SUB 202/Library	2231
Counseling Services.....	Office of Student Life / Reid Centennial Hall 111	2211
Financial Aid.....	Reid Centennial Hall 208.....	2224
Library	Information.....	2236
	Orientation.....	2235
New Student Recruitment	Reid Centennial Hall 114.....	2378
Online Courses (internet)	Distance Learning/Sam Glenn Complex 52	2239
Placement Services.....	Career Development / Reid Centennial Hall 22	2313
Registrar	Reid Centennial Hall 108.....	2223
Student Health Services.....	Sam Glenn Complex 42	2251
Veterans Information	Admissions Office / Reid Centennial Hall 102.....	2210
LCMail (student e-mail)	http://lcmail.lcsc.edu	2231
WarriorWeb (student information)	https://warriorweb.lcsc.edu/	2231
Blackboard (online course system)	https://bb9.lcsc.edu/	2239

This is not a complete list; please utilize the department directory and internet for more information regarding departments and programs



Lewis-Clark State Organizational Chart
COLLEGE
(1 February 2012)
Connecting Learning to Life

Facilities

LCSC's facilities and grounds in Lewiston and Coeur d'Alene reflect and preserve the region's rich heritage and beauty. With the addition of our newest facility, Sacajawea Hall, the Nursing and Health Sciences Division will continue to expand the Nursing and Health Sciences programs. The continued occupancy of new residence halls in Lewiston, the renovation and re-occupation of the Center for Arts and History, as well as recent additions and improvements at our Coeur d'Alene site, have optimized our use of space and created a safe and aesthetically pleasing environment in which our staff and students work and learn.

International Programs

Currently, 96 international students from 30 countries contribute to the cultural diversity for which LCSC is well known.



Region-Wide Impact

Lewis-Clark State College serves citizens and communities throughout the region with a wide array of continuing education courses, distance education programs, workshops, conferences, apprenticeships, workforce training programs, and various non-credit educational programs. Each year LCSC's Distance Learning office coordinates several hundred technology enhanced courses with total enrollment of approximately 5,900. Most online students have time or geographic constraints. LCSC's Coeur d'Alene Center and two outreach centers in Grangeville and Orofino are improving the quality of life for Idahoans, while boosting local economies. The College's outreach activities include Adult Learning Center, the Center for New Directions, and the Idaho Small Business Development Center. LCSC's Center for Arts & History's galleries and exhibits hosts thousands of visitors each year, and the LCSC AmeriCorps members continue to provide tutoring and mentoring to at-risk students, while recruiting volunteers to serve local communities throughout the state.

Accreditation

LCSC is accredited by the Northwest Commission on Colleges and Universities. LCSC's baccalaureate nursing program is accredited by the Commission on Collegiate Nursing Education and the Idaho State Board of Nursing. The teacher education program is accredited by the National Council for the Accreditation of Teacher Education. The Social Work program is accredited by the Council on Social Work Education, and LCSC's Professional-Technical Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs. The Business Division's baccalaureate programs are accredited by the International Assembly of Collegiate Business Education. The College is a member of the American Association of State Colleges and Universities, the Council for the Advancement and Support of Education, the University Professional and Continuing Education Association, and the American Association of Colleges for Teacher Education.

College Offices

Academic Affairs.....	(208)792-2213
Admissions.....	(208)792-2210
College Advancement.....	(208)792-2458
Community Programs.....	(208)792-2282
Financial Aid.....	(208)792-2224
Human Resources.....	(208)792-2269
Library.....	(208)792-2236
Professional-Technical Programs.....	(208)792-2225
Registrar.....	(208)792-2223
LCSC Coeur d'Alene Center.....	(208)666-6707

Administration

President:

Dr. J. Anthony Fernández

Provost/Vice President for Academic Affairs:

Dr. Carmen Simone

Vice President for Finance & Administration:

Chester G. Herbst

Dean of Academic Programs:

Vacant

Dean of Community Programs:

Kathy L. Martin

Dean of Professional-Technical Programs:

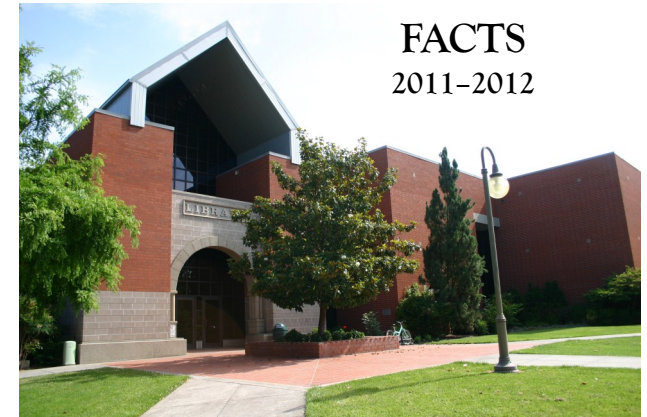
Dr. Robert Lohrmeyer

Dean of Student Services:

Dr. Andrew Hanson

Lewis-Clark STATE COLLEGE

Connecting Learning to Life



FACTS
2011-2012

Lewis-Clark State College was established by the Idaho State Legislature in 1893. It was originally designated Lewiston State Normal School, reflecting its early mission as a teacher training institution. In the ensuing years its name has been changed to Northern Idaho College of Education (1947), then Lewis-Clark Normal School (1955), and finally to Lewis-Clark State College (1971). The State Legislature and Board of Education authorized the latest name change in recognition of the College's expanded role as a comprehensive 4-year undergraduate institution offering programs in the liberal arts and sciences, professional studies, and technology.

Lewis-Clark State College has a proud heritage and a continuing tradition of service to the state and the nation through its unique, three-part mission of academic programs, professional-technical training programs, and community college and community support programs. LCSC is one of the top public comprehensive 4-year colleges in the West. Situated in an attractive residential area (Lewiston, ID and Clarkston, WA have a combined community of 50,000), LCSC's Lewiston campus occupies 46 acres on historic Normal Hill at the confluence of the scenic Snake and Clearwater rivers. The beautiful campus enjoys the mildest winters in Idaho—a climate matched by a warm, friendly, educational environment.



Enrollment by Class Standing

Fall Term	2009	2010	2011
Total Headcount	4,200	4,542	4,693
Full Time Equivalent	3,001	3,225	3,311
Academic Freshman	806	855	827
Academic Sophomores	475	497	531
Academic Juniors	546	575	582
Academic Seniors	739	820	895
Academic Specials*	395	468	382
Professional-Technical	550	597	642
Professional-Technical Specials*	689	730	834

*Specials are pre-college or post-baccalaureate students.

Division Enrollment by Declared Majors

Fall Term	2009	2010	2011
Academic Divisions:			
Business	539	622	707
Education	467	507	572
Humanities	149	187	188
Natural Sciences	340	367	453
Nursing/Health Sciences	602	671	675
Social Sciences	471	494	523
Undeclared & Non-Degree	462	526	464
Professional-Technical Divisions:			
Bus. Tech & Service	301	328	396
Technical & Industrial	253	279	296
Non-Degree	681	720	827

Credit Hours Delivered by Division

Fall Term	2009	2010	2011
Academic Divisions:			
Business	5,115	5,677	5,777
Education	5,626	5,679	5,587
Humanities	7,596	8,038	8,128
Natural Sciences	8,603	9,261	9,589
Nursing/Health Sciences	2,091	2,879	2,984
Social Sciences	7,149	7,534	7,644
Non-Divisional*	1,219	1,325	1,759
Professional-Technical Divisions:			
Bus. Tech & Service	4,729	5,125	5,308
Technical & Industrial	2,894	2,857	2,884
Total	45,022	48,375	49,660

*Non-Divisional includes Student Development.

Intercollegiate Athletics

Lewis-Clark State College's athletic affiliation is with NAIA Division I, Frontier Conference, NW Region. Male athletes participate in baseball, basketball, cross-country, golf, and tennis; female athletes compete in basketball, cross-country, golf, tennis, track & field, and volleyball.

Connecting Learning to Life

Student Demographics

Fall Term	2009	2010	2011
Female	2,512	2,737	2,780
Male	1,688	1,805	1,913
Ethnicity			
Nonresident alien	98	90	96
Black or African American	26	26	33
American Indian or Alaska Native	186	140	113
Asian	47	33	29
Native Hawaiian or Pacific Islander	15	9	9
Hispanic	156	226	213
White	3,508	3,783	3,920
Two or more races		151	154
Race and ethnicity unknown	164	84	126
Age			
Under 18 years	798	888	968
18- 19 years	857	825	827
20 - 21 years	600	659	678
22 - 24 years	551	600	639
25 - 29 years	456	515	517
30 - 34 years	281	319	327
35 - 39 years	191	237	222
40 - 49 years	308	326	325
50 - 64 years	141	161	178
65 years and over	17	12	12
Residency Status			
Resident	3,452	3,687	3,800
Non-Resident	748	855	893
Full-Time/Part-Time			
Full-Time	2,534	2,733	2,794
Part-Time	1,666	1,809	1,899
Enrollment Status			
First Time College	635	647	625
Transfer	417	413	402
Returning Students	3,148	3,482	3,666
Location			
Lewiston Campus	3,804	4,113	4,226
Coeur d'Alene Center	396	429	467

Degrees Conferred

Academic Year	08-09	09-10	10-11
Baccalaureate	422	439	420
Associate	129	138	158
Certificate	33	30	33

Graduate Positive Placement

Academic Year	07-08	08-09	09-10
Academic graduates	94.0%	88.0%	89%
Technical graduates	94.0%	92.0%	95%

Student/Faculty Ratio

Fall Term	2009	2010	2011
Academic Programs	15.3	15.3	15.7
Technical Programs	10.1	11.3	12.2

Faculty & Staff

Fall Term	2009	2010	2011
Faculty	173	172	172
Adjunct Faculty	73	89	96
Professional Staff	151	149	152
Classified Staff	133	133	135
Total	530	542	555

Financial Aid Awards

Fiscal Year	2009	2010	2011
Total Financial Aid	\$16.89M	\$23.44M	\$27.85M
% of students receiving aid	83.7%	80.9%	78.2%

Annual Student Fees

Academic Year	09-10	10-11	11-12
Resident Tuition	\$4,596	\$4,998	\$5,348
Asotin County Tuition	\$7,764	\$8,166	\$8,516
Out of State Tuition	\$12,786	\$13,906	\$14,880
Room*	\$3,200	\$3,200	\$3,200
Board (meals**)	\$2,900	\$2,900	\$2,900

*Room charges are for residence hall, two-person occupancy rate
**Meal charges are based on the maximum meal plan

LCSC Foundation

Fiscal Year	2009	2010	2011
Total Assets	\$4,500K	\$5,057K	\$5,895K
Scholarships Awarded	\$305K	\$286K	\$265K

Total Revenue FY 2011

State Appropriations	\$18,472,086
Student Fees	13,791,766
Grants and Contracts	13,353,358
Sales and Services	3,132,518
Gifts	1,528,285
Other	1,001,984
Total	\$51,279,997

Total Expenditures FY 2011

Personnel Costs	\$29,209,679
Supplies and Services	6,875,689
Scholarships	4,158,424
Depreciation	2,309,187
Insurance, Utilities, and Rent	1,349,889
Other	1,849,061
Total	\$45,751,929

**Lewis-Clark State College
Instructional Calendar
FY 10-18**

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
FALL SEMESTER	2009	2010	2011	2012	2013	2014	2015	2016	2017
New Faculty Begin	8/18	8/17	8/16	8/21	8/20	8/19	8/18	8/16	8/22
All Faculty Return	8/19	8/18	8/17	8/22	8/21	8/20	8/19	8/17	8/23
Campus Meeting	8/20	8/19	8/18	8/23	8/22	8/21	8/20	8/18	8/24
Student Orientation	8/21	8/20	8/19	8/24	8/23	8/22	8/21	8/19	8/25
Classes begin (4 th Monday in August)	8/24	8/23	8/22	8/27	8/26	8/25	8/24	8/22	8/28
Last day for Initial Registration (5 th day)	8/28	8/27	8/26	8/31	8/30	8/29	8/28	8/26	9/1
Labor Day Vacation (1 st Monday/Sept)	9/7	9/6	9/5	9/3	9/2	9/1	9/7	9/5	9/4
Last day to drop/add (10 th day of classes)	9/4	9/3	9/2	9/10	9/9	9/8	9/4	9/2	9/11
Last Day to Apply for <i>Spring</i> Graduation	10/1	10/1	10/3	10/1	10/1	10/1	10/1	10/3	10/2
Mid-term Grades Due (end of 9 th week)	10/23	10/22	10/21	10/26	10/25	10/24	10/23	10/21	10/27
Last day to withdraw (TH before Adv. Reg.)	10/30	11/5	11/4	11/8	11/7	11/6	11/5	11/3	11/9
Advance Registration (2 nd full week of Nov.)		11/8-11	11/14-17	11/12-15	11/11-14	11/10-13	11/9-12	11/14-17	11/13-16
Fall Break (week of Thanksgiving)	11/23-27	11/22-26	11/21-25	11/19-23	11/25-29	11/24-28	11/23-27	11/21-25	11/20-24
No FINAL Exam Week (16 th week)	12/7-11	12/6-10	12/5-9	12/10-14	12/9-13	12/8-12	12/7-11	12/5-9	12/11-15
Final Exam Period (17 th week) counting Thx wk	12/14-17	12/13-16	12/12-15	12/17-20	12/16-19	12/15-18	12/14-17	12/12-15	12/18-21
Grades due	12/21	12/20	12/19	12/21	12/20	12/19	12/18	12/19	12/22
SPRING SEMESTER	2010	2011	2012	2013	2014	2015	2016	2017	2018
Campus Meeting	1/7	1/6	1/12	1/17	1/16	1/15	1/14	1/12	1/11
Student Orientation	1/8	1/7	1/13	1/18	1/17	1/16	1/15	1/13	1/12
Classes begin	1/11	1/10	1/17	1/22	1/21	1/20	1/19	1/17	1/16
Last day for Initial Registration (5 th day)	1/15	1/14	1/23	1/28	1/27	1/26	1/25	1/23	1/22
MLK/ Civil Rights Day (3 rd Monday/Jan)	1/18	1/17	1/16	1/21	1/20	1/19	1/18	1/16	1/15
Last day to drop/add (10 th day of classes)	1/25	1/24	1/30	2/4	2/3	2/2	2/1	1/30	1/29
President's Day Vacation (3 rd Monday/Feb)	2/15	2/21	2/20	2/18	2/17	2/16	2/15	2/20	2/19
Last Day to Apply for <i>Fall</i> Graduation	3/2	3/1	3/1	3/1	3/3	3/2	3/1	3/1	3/1
Mid-term Grades Due (end of 9 th week)	3/12	3/11	3/21	3/22	3/21	3/20	3/18	3/17	3/16
Spring Break (11 th week)	3/15-19	3/14-18	3/12-16	4/1-5	3/31-4/4	3/30-4/3	3/28-4/1	3/27-31	3/26-30
Last day to withdraw (TH before Adv. Reg.)	3/22	3/25	3/30	4/11	4/10	4/9	4/7	4/6	4/5
Advance Registration (13 th week)		4/11-15	4/9-13	4/15-19	4/14-18	4/13-17	4/11-15	4/10-14	4/9-13
No FINAL Exam Week (16 th week count sprg brk)	5/3-7	5/2-6	4/30-5/4	5/6-10	5/5-9	5/4-8	5/2-6	5/1-5	4/30-5/4
Final Exam Period (17 th week count sprg brk)	5/10-13	5/9-12	5/7-10	5/13-16	5/12-15	5/11-14	5/9-12	5/8-11	5/7-10
Commencement	5/14	5/13	5/11	5/17	5/16	5/15	5/13	5/12	5/11
Grades Due	5/17	5/16	5/14	5/20	5/19	5/18	5/16	5/15	5/14
FIRST SUMMER SESSION	5/24	5/23	5/21	5/27	5/26	5/25	5/23	5/22	5/21