

December 9, 2019

## **SRC End of Semester Announcements and Reminders**

December 9- 15 is NOT finals week. It is the 16<sup>th</sup> week of instruction and faculty are required to meet their classes for the full week. That means if you have a MW class you need to meet that class BOTH days and have an exam, activity or assignment planned.

Fall 2019 Final grades are due on December 18<sup>th</sup>! On December 19<sup>th</sup> final grades will be verified and after that the system will be shut down. You will be unable to enter grades after Dec. 18<sup>th</sup> so plan accordingly. Being late with grade submissions interferes with financial aid and students being able to transfer. In addition, if you don't submit your grades by Dec. 18<sup>th</sup> you would need to submit grades by filling out **individual** Grade Change Forms for **each student** in your class. Please submit your grades on time so you are free to enjoy the winter break with no pesky grading hanging over your head!

Part time faculty Flex forms are due to the Division Office by Friday, December 13<sup>th</sup>. You can submit a hard copy or email your flex form to Maureen McCollum on or before Friday.

If you are giving an Incomplete grade to a student, the Incomplete form must be filled out, signed by both you and the student and submitted to the Division Office on or before December 18<sup>th</sup>. This form is due at the time your grades are submitted.

If you have questions about the form and the eligibility requirements for granting an Incomplete please see your Department Chair or the Deans.

If you are not checking voicemail and email over the winter break (and why would you? ☺) please set an out-of-office message on your phone and email.

Please note: Admissions & Records will be open this Friday, December 13<sup>th</sup> from 9:00 – 1:00. When the college reopens after the winter break on January 2<sup>nd</sup>, A&R will be closed Fridays until January 31<sup>st</sup>.

Full time faculty and staff – Please have your college-owned computer or device configured by Steve or Kazeem before you leave for winter break, if you have not done so already! If you don't you will be disconnected from the network that enables you to access printers and network drives on campus. Make an appointment with Steve or Kazeem this week to have this done – it takes about 15 minutes.

**We are very grateful for your wonderful work this semester and hope you have a restful and enjoyable winter break and a very happy new year!**

Warm regards,  
Kenyetta and Jen