

HARCUM COLLEGE MASTER CALENDAR

<b>Annual Date</b>	<b>08-09 Date</b>	<b>Description</b>	<b>Primary Area</b>	<b>Support Area</b>
	8/15	Adjunct Faculty Contracts Due	Program Director	Academic Affairs, HR
	8/26	Course Cancellation, under enrolled courses	Academic Affairs	
	8/27,28/08	Staff and Faculty Start up	Academic Affairs	
	08/29/08	Final Fall Payments Due	Business Office	
	9/1	Residence Halls open	Student Affairs	
	9/2	Adjunct Faculty Orientation	Academic Affairs	
	9/4	Faculty Senate	Faculty	
	9/1-9/5	Welcome Week	Student Affairs	
	9/4-9/9	1st day class lists due	Office Student Records	Faculty
	9/9	Faculty Affairs Meeting	FAC	
	9/11	First Attendance Rosters Due	Office Student Records	Faculty
	09/12/08	Fall Add/Drop Ends	Business Office	
	9/15	Draft of Spring 09 Course Schedule released	Academic Affairs	
	9/16	Program Director Council	Program Director	
	9/17	2 <sup>nd</sup> Class List Due	Office Student Records	Faculty
	9/23	Career Night/Info Session- AHS, MLT, PTA	Campus Event-Adm	
	9/24	Career Night/Info Session- Nursing	Campus Event-Adm	
	9/26	Course Schedule Grids Due- Spring 09	Program Directors	Academic Affairs
	09/30/08	End of Insurance Waiver Period for Fall	Business Office	
	09/30/08	Final Fall Billing	Business Office	
	10/1	Copy review deadline-Cont. Studies Marketing Brochure	Continuing Studies	
	10/1	Faculty considering application for a multi-year contract schedule a fall pre-application meeting with the Associate Provost for Faculty Affairs		
	10/2	Faculty Senate	Faculty	
	10/7	Faculty Affairs Committee	FAC	
	10/14	Career Night/Info Session- DA, DH	Campus Event-Adm	

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	10/15	Deadline for Spring 09 Course schedule	Academic Affairs	
	10/16	Deadline for Incomplete grade changes	Office Student Records	Faculty
	10/17	2 <sup>nd</sup> Attendance Rosters Due	Office Student Records	Faculty
	10/18	Family Day	Student Affairs	
	10/18	Alumni Weekend	Alumni Affairs	
	10/21	Program Director Council	Program Director	
	10/22	Faculty member submits request for promotion to the Provost	Faculty	Academic Affairs
	10/25	College Wide Open House	Campus Event-Adm	
	10/31	Marketing Brochure Publication Date	Continuing Studies	
	10/31	Last Day to withdraw with a W	Office Student Records	Faculty
	11/3-11-13	Pre-registration for spring	Program Directors/ Advisors	
	11/4	Faculty Affairs Committee	FAC	
	11/5	Career Night/Info Session- Rad Tech, NDT	Campus Event-Adm	
	11/6	Faculty Senate	Faculty	
	11/8	Spring Book Orders Due	Faculty/PD	Bookstore
	11/11	Career Night/Info Session- ACM, VT	Campus Event-Adm	
	11/13	Promotion Committee reviews portfolios and develops recommendations		
	11/14	Open Registration for Spring	Program Directors/ Advisors	
	11/18	Program Director Council	Program Director	
	11/19	Career Night/Info Session- Nursing	Campus Event-Adm	
	11/20	Student Course evals distributed to faculty	Academic Affairs	
	11/21/08	Initial Spring Billing	Business Office	
	11/21/08	Insurance Waiver Period Begins for Spring	Business Office	
	11/21	Deadline-Academic Warnings for semester due if not completed already	Faculty	Academic Affairs
	11/25	Halls close Thanksgiving break	Student Affairs	

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	12/1	Deadline for application for May graduation	Office Student Records	Faculty
	12/2	Faculty Affairs	FAC	
	12/4	Faculty Senate	Faculty	
	12/5	Student Course evaluations due from all courses	Faculty	
	12/15	Deadline for graduation petitions for May	Continuing Studies	
	12/15	Adjunct Faculty Contracts Due	Program Director	Academic Affairs, HR
	12/16	Residence halls close for winter break	Student Affairs	
	12/16	Program Director Council	Program Director	
	12/17	Last Attendance Rosters Due	Office Student Records	Faculty
	12/17	Grades Due	Office Student Records	Faculty
	12/22	Academic Action meeting	Academic Affairs	
	12/27	Academic Action Letters mailed	Academic Affairs	
	12 or 01	Set Tuition for 09/10	Business Office	
	1/13	Course Cancellation, under enrolled courses	Academic Affairs	
	1/13/09	Adjunct Faculty Orientation	Academic Affairs	
	1/15/09	Faculty Start up	Academic Affairs	
	???	Staff Start Up	President Office	
	01/16/09	Final Spring Payments Due	Business Office	
	1/19	Mini Open House	Campus Event-Adm	
	1/19	Move In, Winter Orientation	Student Affairs	
	1/20	Career Night/Info Session- DA, DH	Campus Event-Adm	
	1/20	Summer Course schedule draft released	Academic Affairs	
	1/21-26	1st day class lists due	Office Student Records	Faculty
	1/27	First Attendance Rosters Due	Office Student Records	Faculty
	01/28/09	Spring Add/Drop Ends	Business Office	
	1/30	Provost submits recommendations to the President and the faculty member		
	1/30	2 <sup>nd</sup> Class lists due	Office Student Records	Faculty
	1/31	Submission of application for multiyear contract by		

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		applicant		
	2/3	Faculty Affairs Committee Meeting	FAC	
	2/5	Faculty Senate	Faculty	
	2/11	Career Night/Info Session- Nursing	Campus Event-Adm	
	2/13	Guidance Counselor Day	Campus Event-Adm	
	02/13/09	End of Insurance Waiver Period for Spring (New students Only)	Business Office	
	02/13/09	Final Spring Billing	Business Office	
	2/15/09	Submission of Summer Course Schedules	Program Directors	Academic Affairs
	2/17	Program Director Council	Program Director	
	2/18	Career Night/Info Session- Rad Tech, NDT	Campus Event-Adm	
	2/20	Deadline for Summer 09 Course Schedule	Academic Affairs	
	2/20	Fall 09 Course schedule draft released	Academic Affairs	
	2/27	2 <sup>nd</sup> attendance rosters due	Office Student Records	Faculty
	2/28	Recommendation from Provost, Associate Provost and Program Director to President on multi year contract		
	3/1	Copy review deadline-Cont. Studies Marketing Brochure	Continuing Studies	
	3/1	Call for nominations: Lindback and Academic awards for commencement	Academic Affairs	Student Affairs
	3/3	Career Night/Info Session- AHS, MLT, PTA	Campus Event-Adm	
	3/3	Deadline for Incomplete grade change	Office Student Records	Faculty
	3/3	Faculty Affairs Committee Meeting	FAC	
	3/5	Faculty Senate	Faculty	
	3/6	Guidance Counselor Day	Campus Event-Adm	
	3/7	Dental Expo	Continuing Studies	
	3/11	Career Night/Info Session - AMC, VT	Campus Event-Adm	
	3/15	Fall 09 Course Schedule Grids Due	Program Directors	Academic Affairs
	3/16	Set tuition for 09/10	BOT	Business Office
	3/16	09/10 Budget materials to departments	Business Office	
	3/17	Program Director Council	Program Director	

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	3/20	Deadline Fall 09 Course schedule Grid	Academic Affairs	
	3/20	Last day to withdraw with a W	Office Student Records	Faculty
	3/20-29	Halls close spring break	Student Affairs	
	3/30	Budget materials due from all departments	Department managers, Program directors, Deans	Business Office
	3/30	Registration for summer and pre-registration for fall	Program Director/ Advisors	
	3/31	Marketing Brochure Publication Date	Continuing Studies	
	3/31	President's decision to grant/deny request for 3 or 5 year contract		
	4/1	President notifies the faculty member of promotion status		
	4/1	Deadline for application for August graduation	Office Student Records	Faculty
	4/2	Faculty Senate	Faculty	
	4/4	College Wide Open House	Campus Event-Adm	
	4/7	Faculty Affairs Committee Meeting	FAC	
	4/10	Fall Book Orders Due	Faculty/PD	Bookstore
	4/10	Deadline-Academic Warnings for semester due if not completed already	Faculty	Academic Affairs
	4/13	Open registration		
	4/13	Budget hearings (all week)	All managers	Business Office
	04/19/09	Initial Summer I Billing	Business Office	
	04/19/09	Insurance Waiver Period Begins for Summer I	Business Office	
	4/17	Student Course evaluations distributed to faculty	Academic Affairs	
	4/21	Program Director Council	Program Director	
	4/30	Student Course evaluations due from all courses	Faculty	
	05/01/09	FAFSA Due for continuing students	Business Office	
	05/01/09	Final Graduation Financial Clearance	Business Office	
	5/5	Faculty Affairs Committee	FAC	
	5/7	Faculty SEnate	Faculty	

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	5/8	Residence Halls Close (non-grads)	Student Affairs	
	5/10	Final Summer I payments due	Students	Business Office
	5/11	Last attendance rosters for semester due	Office Student Records	Faculty
	5/11	Grades Due	Office Student Records	Faculty
	5/16	Graduation	Student Affairs	ALL
	5/18	Academic Action meeting	Academic Affairs	
	5/19	Program Director Council	Program Director	
	5/25	Academic Action Letters mailed	Academic Affairs	
	05/27/09	Summer I Add/Drop Ends	Business Office	
	05/29/09	End of Insurance Waiver Period for Summer I (New students Only)	Business Office	
	05/31/09	Final Summer I Billing	Business Office	
	6/1	Copy review deadline-Cont. Studies Marketing Brochure	Continuing Studies	
	6/2	Faculty Affairs Committee	FAC	
	6/3	Purple and White Picnic for Accepted Students	Campus Event-Adm	
	06/7/09	Initial Summer II Billing	Business Office	
	06/7/09	Insurance Waiver Period Begins for Summer II	Business Office	
	6/16	Program Director Council	Program Director	
	6/24	New student orientation (session 1)	Student Affairs	
	06/26/09	Final day for PR and Invoice submissions for FYE 08/09	Business Office	
	06/28/09	Final Summer II Payments Due	Business Office	
	06/30/09	Inventory books, merchandise & supplies	Business Office	
	06/30/09	End of Fiscal Year	Business Office	
	7/1	Marketing Brochure Publication Date	Continuing Studies	
	07/03/09	Final Summer II Billing	Business Office	
	07/05/09	Initial Fall Billing	Business Office	
	07/05/09	Insurance Waiver Period Begins for Fall	Business Office	
	07/07/09	Summer II Add/Drop Ends	Business Office	

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	07/17/09	End of Insurance Waiver Period for Summer II (New students Only)	Business Office	
	7/21	Program Director Council	Program Director	
	7/23	New Student Orientation (session 2)	Student Affairs	

### Supporting Area Dates:

<p><b>Academic Affairs Meeting Calendar</b> (all meetings at 1:00pm):          1st Tuesday of month- FAC          1st Thursday of month- Faculty SEenate          2nd Tuesday of month- Committee Meetings          2nd Thursday of month- Division meetings          3rd Tuesday of month- Program Director Council          3rd Thursday of month- Faculty Development Activity          4th Tuesday of month- Program Meeting          4th Thursday of month- Special Programming</p>	<p><b>ELA:</b>          Fall full semester: 9/2-12/12, Half semester: 10/20-12/12          Evening TOEFFL Course: 9/30-11/25            Spring Full Semester: 1/20-5/8, Half semester: 3/9-5/8            International TOEFFL administered at Harcum:          10/11/08, 11/18/08, 1/17/09, 5/9/09</p>
<p><b>Institutional research and Assessment</b>          First week classes: CIRP survey          10/15: Progress report/Review          October/Nov. : Web Study Training          March/April: Web Study Training          March: CSRDE survey          April: AICUP 1st year Student Survey          Grad Exit Survey</p>	

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