

## FALL 2023 IMPORTANT FACULTY DATES & DEADLINES

(16-week semester courses only)

DATE	DESCRIPTION
August 25, 2023	Fall Kick Off Rally
August 27, 2023	Last Day to Register for Fall 2023 16-week term classes without faculty approval. Waitlists Closes
August 28, 2023	<b>First day of Fall 2023 Semester</b>
PAWS for Faculty & Canvas Access is OPEN August 28, 2023	<p style="text-align: center;">Opening Day Attendance Roster available online using Canvas OR You can print your own opening day Roster by going to PAWS for Faculty and click on Class Roster</p> <p style="text-align: center;"><i>Sections assigned to STAFF, please check with your Division Administrative Assistant for Opening Day Rosters</i></p> <p style="text-align: center;">Maintain Attendance Rosters for a minimum of 2 years after the end of the class for future reference, Maintain records in your department.</p>
August 28, 2023	Add Authorization Available only on <a href="#">PAWS Self-Serve</a>
PAWS for Faculty Access is OPEN August 28, 2023  <b><i>Drop due dates can be found on your PAWS for Faculty for all the sections you are teaching</i></b>	<p style="text-align: center;">No Show Drop Rosters available on PAWS for Faculty Click on Grading/Dropping <b><u>Due 3 calendar days after your section start date</u></b></p> <p style="text-align: center;"><i>For those sections assigned to <b>STAFF</b> check with your Division Administrative Assistant for Opening Day and Drop Rosters</i></p> <p style="text-align: center;">Sections assigned to STAFF: paper rosters can be submitted to the Admissions and Records Office by the end of your first class meeting at: <a href="mailto:admissions@hartnell.edu">admissions@hartnell.edu</a></p>
August 28 - September 9, 2023	Add/Drop Period for full semester courses Using <b>Add Authorization</b>
<i>Add Period: Week 1</i> August 28 - September 1, 2023	Admissions and Records Registration Hours: Monday - Thursday 8:00 am-6:00 pm Friday 8:00 am – 5:00 pm
September 4, 2023	Holiday -Labor Day College Closed
<i>Add Period: Week Two</i> September 5 - 8, 2023	Admissions and Records Registration Hours: Tuesday – Thursday 8:00 am – 6:00 pm Friday 8:00 am – 5:00 pm
September 7, 2023	Last day to drop a full semester class with No Grade of Record  Students dropping beyond the No Grade of Record will receive a Withdrawal (W) grade

September 8, 2023	Last day to drop a full semester class for a refund
September 8, 2023 Short Term Course drop due dates can be found on your PAWS for Faculty.	Faculty may drop students with a Withdraw (W) grade from this point forward until November 17, 2023  <b>Drops may occur at any time, faculty do not have to wait to drop until the deadline.</b>  *Last Date of Attendance must be recorded to ensure compliance with Federal Financial Aid regulations (Title IV funds).
September 9, 2023	Last Day to add a full semester course using Add Authorization
PAWS for Faculty is OPEN September 11, 2023  Short Term Course drop due dates can be found on your PAWS for Faculty.	<b>Deadline to submit First Census drops for full semester sections via <a href="#">PAWS for Faculty</a></b>  Census is September 11, 2023  Sections assigned to STAFF, please check with your Division Administrative Assistant for First Census Drop Rosters  Sections assigned to STAFF: paper rosters can be submitted to the Admissions and Records Office at <a href="mailto:admissions@hartnell.edu">admissions@hartnell.edu</a>  *Last Date of Attendance must be recorded to ensure compliance with Federal Financial Aid regulations (Title IV funds).
September 15, 2023	Last Day to petition for Late Registration for full term courses for students attending since the start of the course.
September 15, 2023	Last Day to petition to Audit a Class
October 23, 2023 Check PAWS for 60% Drop Access	<b>60% Drop</b> Rosters available on PAWS for Faculty Click on Grading/Dropping <b>Deadline to submit 66% drops: <u>3 days after 60% drop date</u></b>  <b>IMPORTANT: THE 60% DROP DATE IS DIFFERENT FOR EACH SECTION. THE 60% DROP DATE IS CALCULATED BY THE TOTAL NUMBER OF CLASS MEETINGS IN THE SEMESTER.</b>  Dates allowed for <i>*last date of attendance</i> for this drop period is: September 12 – Date listed as 60% on PAWS  Dates outside these parameters <u>will not</u> be accepted  *Last Date of Attendance must be recorded to ensure compliance with Federal Financial Aid regulations (Title IV funds).
November 10, 2023	<i>Holiday – Veteran’s Day College Closed</i>

<p>PAWS Access is OPEN November 14, 2023</p> <p>Short Term Course drop due dates can be found on your PAWS for Faculty.</p>	<p><b>Final Drop Rosters</b> available on PAWS for Faculty Click on Grading/Dropping <b>Deadline to submit Final online PAWS drops: <u>November 17, 2023</u></b></p> <p>Last day to drop a full semester course with a "W" is <b>November 17, 2023</b>.</p> <p>Dates allowed for *last date of attendance for this drop period is: October 24– November 17, 2023</p> <p>Dates outside these parameters <u>will not</u> be accepted</p> <p>*Last Date of Attendance must be recorded to ensure compliance with Federal Financial Aid regulations (Title IV funds).</p>
<p>November 17, 2023</p>	<ul style="list-style-type: none"> <li>● Last date to add open entry/open exit class</li> <li>● Last day to increase/decrease unit values in variable units courses</li> <li>● Last day to apply for credit by exam</li> <li>● Last day to register for Special Project courses</li> </ul>
<p>November 17, 2023</p>	<p>Last date to fine for P/NP grading option (16-week courses)</p>
<p>November 23 - 25, 2023</p>	<p>Holiday - Thanksgiving Recess (No classes after 4:00 pm on Nov. 22) College closed</p>
<p>December 13, 2023</p>	<p>Final Grade access is available on PAWS for Faculty Click on Grading</p> <p>Deadline to submit final grades for short courses: Two working days after last class meeting.</p>
<p>December 16, 2023</p>	<p>Last day of instruction Semester ends</p>
<p>December 19, 2023</p>	<p>Final grades due online using PAWS for Faculty</p>

**NOTE: SHORT TERM COURSES** please be sure to log into your PAWS for Faculty to see the drop and grading deadlines for each individual section you are teaching.

**Add/Drop Period Office Hours  
Admissions & Records and Financial Aid**

Week 1	Week 2
<p><b>August 28 – September 1, 2023</b> Monday - Thursday 8:00 am - 6:00 pm</p>	<p><b>September 4 - 8, 2023</b> Monday - Thursday 8:00 am - 6:00 pm</p>

Friday 8:00 am - 5:00 pm	Friday 8:00 am - 5:00 pm
--------------------------	--------------------------