

HCC Online Calendar Spring 2012 Important Dates

*these dates only apply to HCC Online *dates subject to change

SESSION DATES:

16 week courses: January 17-May 11

1st 8 week courses: January 17-March 8

2nd 8 week courses: March 13-May 11

October 24	Enrollment online through MyHCC begins
November 15	Spring Bookstore opens: Choose Textbooks at http://online.highlandcc.edu Financial Aid Deadline: Student must be enrolled for courses and HCC aid package must be posted to account to use HCC Financial Aid as payment for January classes. This requires all verification materials submitted, official transcripts received from all schools, review of file by FA officer, award letter sent to student, award letter signed & returned to HCC by student, and master promissory note completed online and entrance counseling completed if awarded loans. <i>If schedule credit hours are changed distribution of aid may be delayed.</i>
January 5	Prerequisite Verification due for January Online Classes--16-week & first 8-week* Payment due for January Online Classes--16-week & first 8-week**
January 5	Enrollment online through MyHCC ends. To enroll or make schedule changes email hconline@highlandcc.edu or call 785.442.6129.
January 6-14	Enrollment available for online 16-week & first 8-week courses with full payment by cash, credit card, or 3rd party letter due within 24 hours+. Prerequisite verification must be on file prior to enrolling. Students dropped for non payment on January 5 must submit signed FA award letter or full payment prior to reenrollment. Students dropped for not verifying prerequisite must have verification on file prior to reenrollment.
January 10-20	Book vouchers available for qualifying financial aid students
January 11	Last day to submit new student application for admissions for spring 16-week & first 8-week courses
January 13	Last day to enroll for online 16-week & first 8-week courses
January 16	Martin Luther King, Jr. Holiday: offices closed
January 17	Spring Online Courses Begin: 16-week & first 8-week courses
January 18	Last day for 100% refund for first 8-week courses
January 19	Moodle Login Required for all January Courses: 16-week & first 8-week courses. Students must login to all courses by 5 pm (CST) on this date or they will be dropped from the course with a full refund. Reenrollment is not available. All issues with MyHCC/Moodle account access must be reported by 5 pm to hconline@highlandcc.edu .
January 20	Last day for 50% refund for first 8-week courses Last day to request Credit/No Credit grade for January course
January 23	Last day for 100% refund for 16-week courses
February 1	Financial Aid Deadline: Student must be enrolled for courses and HCC aid package must be posted to account to use HCC Financial Aid as payment for March classes. This requires all verification materials submitted, official transcripts received from all schools, review of file by FA officer, award letter sent to student, award letter signed & returned to HCC by student, and master promissory note completed online and entrance counseling completed if awarded loans. <i>If schedule credit hours are changed distribution of aid may be delayed.</i>
February 3	Identified Course Completion Policy: Requirements of first 8-week course assignments must be completed. Students must have completed 100% of the identified coursework or they will be dropped from the class. Reenrollment into January course is not available. No refund and financial aid award will be adjusted.^
January 30	Last day for 50% refund for 16-week courses
February 10	Last day for "W" in first 8-week courses
February 17	Identified Course Completion Policy: Requirements of 16-week course assignments must be completed. Students must have completed 100% of the identified coursework or they will be dropped from the class. Reenrollment into January course is not available. No refund and financial aid award will be adjusted.^
March 2	Prerequisite Verification due for March Online Courses - second 8-week* Payment due for March Online Courses - second 8-week**
March 3-9	Enrollment available for online second 8-week courses with full payment by cash, credit card, or 3rd party letter due within 24 hours+. Students dropped for non payment on March 2 must submit signed FA award letter or full payment prior to reenrollment. Students dropped for not verifying prerequisite must have verification on file prior to reenrollment.
March 5-15	Book vouchers available for qualifying financial aid students
March 7	Last day to submit new student application for admissions for spring second 8-week courses
March 8	First 8-week courses end
March 9	Last day to enroll for online second 8-week courses
March 13	Grades posted for first 8-week courses Spring second 8-week courses begin
March 14	Last day for 100% refund for March start courses
March 15	Moodle Login Required for all March Courses: second 8-week courses. Students must login to all courses by 5 pm (CST) on this date or they will be dropped from the course with a full refund. Reenrollment is not available. All issues with MyHCC/Moodle account access must be reported by 5 pm to hconline@highlandcc.edu .
March 16	Last day for "W" in 16-week course Last day for 50% refund in March start courses Last day to request Credit/No Credit grade for March course
March 19-23	Spring Break – no coursework due
April 4	Identified Course Completion Policy: Requirements of second 8-week course assignments must be completed. Students must have completed 100% of the identified coursework or they will be dropped from the class. Reenrollment into March course is not available. No refund and financial aid award will be adjusted.^
April 5-8	Easter Holiday – no coursework due
April 18	Last day for "W" in second 8-week course
April 27	CAAP Test for graduating students
May 10	Graduation Ceremony on Highland Campus
May 11	16-week and second 8-week courses end
May 15	Grades posted for 16-week and second 8-week courses

* Verification is due within 24 hours of enrollment after this date. Students who do not verify prerequisites will be dropped.

** Payment is due within 24 hours of enrollment after this date. Students who do not make full payment will be dropped.

+ Review the HCC Online Payment Policy at <http://online.highlandcc.edu> | ^ Review the HCC Online Course Completion Policy at <http://online.highlandcc.edu>