

Patrick & Henry Community College

WORKING CALENDAR 2024 - 2025

AUG

AUGUST 2024

Aug. 1 - Nov. 30	Fall 2024 graduation application available online
5	Fall 2024 faculty contract lists due to academic VP office
6	New Student Welcome Day 11am - 1pm
7	New Student Welcome Day 4 pm - 6pm
8-9	10-week summer session exams
12	Summer grades due to Registrar, 9:00am
12	First day for fall 2024 bookstore purchases utilizing financial aid
12-16	Advising & registration for fall 2024
15	Manually building the spring 2025 schedule begins (<i>auto-rolling will resume in 2025</i>)
16	Updated VCCS-10 forms for adjunct faculty due to academic VP office
16	Drop-In Adjunct Orientation
19	Fall 2024 classes begin - 8-week 1 & regular session
19-23	Welcome Week
20	Last date to register late/add - 8-week 1 session
20	Workforce Graduation
23	Fall 2024 Inservice
23	Last date to register late/add - regular session
26	Last day to drop a course and receive a refund - 8-week 1 session
TBA	Patriot Players public performances

SEPT

SEPTEMBER 2024

2	Labor Day holiday (college closed)
3	Adjunct mentoring assignment list due to academic VP office
3	Spring 2025 SSDL course listing due to deans for review/approval
3	Fall notification of evaluation for full-time & adjunct faculty
4	Last day to drop a course and receive a refund - regular session
4	Last day for fall 2024 bookstore purchases utilizing financial aid
6	STEM-HAP division meeting, 1:00 pm
6	ASCT division meeting, 1:00 pm
6	Deans communicate evaluation criteria for all faculty (<i>full-time & adjunct</i>) being evaluated in fall semester *
9	Foundation Board meeting, 12 noon
9	Submission deadline for fall semester reassigned time requests
15	All full-time faculty submit APPDOs for the academic year to their respective dean *
16	College Board meeting, 12 noon
18-20	VCCA Conference, Founders Inn and Spa in Virginia Beach, Virginia
19	Last day to withdraw without grade penalty or to change from credit to audit - 8 week 1 session
20	Dual enrollment registration completed
27	Nominations due for fall 2024 Going The Extra Mile Award (<i>ad hoc committee</i>)
Contact opd@vccs.edu	VCCS professional development Paul Lee grant application deadline (<i>spring</i>), 5:00 pm (<i>funding pending</i>)

OCT

OCTOBER 2024

4	STEM-HAP division meeting, 1:00 pm
9	Spring 2025 course schedule finalized

OCT

OCTOBER 2024 (continued)

11	Last day of fall 2024 classes - 8-week 1
11	Classified employees complete self evaluations
14	8-week 1 fall grades due to registrar, 9:00 am
15	Spring 2025 book adoption forms due to bookstore
17	Last date to register late/add - 8-week 2 session
18	Dual enrollment billing
22	Last day to withdraw without grade penalty or to change from credit to audit - regular session
24	Last day to drop a course and receive a refund - 8-week 2 session
25	Supervisors complete classified employees performance evaluations
30	Registration for spring 2025 begins
31	Human Resources to submit faculty ranked personnel eligible for multi-year appointments
TBA	Patriot Players fall show

NOV

NOVEMBER 2024

1	2025-2026 academic calendar developed and approved
1	ASCT division meeting, 1:00 pm
1	HR director submits list of eligible faculty to serve on ad hoc committee to academic VP (<i>alternating years</i>)
1	STEM-HAP division meeting, 1:00 pm
5	Election Day (<i>college closed</i>)
8	Reviewers approve & sign classified employee performance evaluations
12	Spring adjunct contract information due to academic VP office
14-15	Senior field trips
15	Academic VP submits selection of faculty representatives of the ad hoc committee to the president
15	Begin spring Inservice planning
18	College Board meeting, 12 noon
19	Last day to withdraw without grade penalty or to change from credit to audit - 8 week 2 session
19	Foundation Scholarship Luncheon
22	Classified employee performance evaluation meetings due
8	Deans/directors submit recommendations for 1-year, multi-year, & administrative appointments to the academic VP
27	Faculty Research; no classes
27, 28-29	Thanksgiving holidays (<i>27th 4-hours; college closed 28-29</i>)
30	Deadline to apply for fall 2024 graduation
TBA	Fall Fest 11:30 am-1:30 pm

DEC

DECEMBER 2024

1	Spring 2025 graduation application available online
2	Foundation Board meeting, 12 noon
4	Deans complete all faculty evaluations for fall semester
4	Academic VP submits recommendations for multi-year appointments to the ad hoc committee
6	ASCT division meeting, 1:00 pm
6	Last day of fall 2024 classes - regular session
6	Classified employee performance evaluations due to HR
9-12	Fall exams
9-13	Ad hoc committee reviews faculty receiving multi-year recommendations
10	STEM-HAP division meeting, time: TBD
11	Christmas holiday luncheon, 12 noon
12	Last day of fall 2024 classes - 8-week 2
12	PTA pinning ceremony 6:00 pm
13	RN nurses' pinning ceremony, 6:30 pm

DEC

DECEMBER 2024 (continued)

13	8-week 2 & regular session fall grades due to registrar, 9:00 am
16	Spring 2025 faculty contract lists due to academic VP office
16-23	Faculty research
19	Ad hoc committee submit recommendations for multi-year appointments to president
23	Assessment reports due from units to assessment coordinator
24-31	Christmas holiday (<i>college closed</i>)

JAN

JANUARY 2025

1	New Year's Day holiday (<i>college closed</i>)
2	First day for spring 2025 bookstore purchases utilizing financial aid
6	Deans receive fall student evaluation results & notify faculty of results
6	Faculty listing of workload (<i>include classes, co-ops, independent studies, reassigned time</i>) due to division deans
7-8	Spring 2025 Inservice
9	Submission deadline for spring semester reassigned time requests
9-10	Open advising & registration for spring 2025
13	Spring 2025 classes begin - 8-week 1 & regular session
13	Roll prior term summer/fall course schedules
14	Last date to register late/add - 8-week 1 session
14	Reassigned time reports due to supervisor
17	Last date to register late/add - regular session
17	SACS retreat, 10:00 am - 2:00 pm
17	Deadline for faculty to submit requests for promotion in rank
17	Requests due for promotion consideration
20	Martin Luther King holiday (<i>college closed</i>)
21	Last day to drop a course and receive a refund - 8-week 1 session
27	College Board meeting, 12 noon
30	Last day for spring 2025 bookstore purchases utilizing financial aid
30	Last day to drop a course and receive a refund - regular session
31	Submission deadline for spring semester reassigned time requests

FEB

FEBRUARY 2025

1	Accepting nominations for annual faculty recognition award
3	Spring notification of evaluation for full-time (<i>probationary</i>) and adjunct faculty
3	REMINDER: Requests for 12-month faculty due March 1 to the chancellor
3	Summer/fall 2025 SSDL course listing to deans for review/approval
5	Reassigned time reports due to supervisor
7	ASCT division meeting, 1:00 pm
7	STEM-HAP division meeting, 1:00 pm
12	Begin administrative evaluation process
13	Last day to withdraw without grade penalty or to change from credit to audit - 8-week 1 session
14	Academic VP submit recommendations for promotion to HR
21	Dual enrollment registration completed
21	Catalog updates complete
28	Deadline to apply for spring 2025 graduation
Contact opd@vccs.edu	VCCS professional development grant application deadline (<i>summer</i>), 5:00 pm (<i>funding pending</i>)

MAR

MARCH 2025

4	Deans complete second semester (spring) evaluations for probationary faculty
7	Nominations due for spring 2025 Going The Extra Mile Award (<i>ad hoc committee</i>)

MAR

MARCH 2025 (continued)

7	Last day of spring 2025 classes - 8-week 1
7	ASCT division meeting, 1:00 pm
7	STEM-HAP division meeting, 1:00 pm
7	HR to submit recommendations for promotion to the president
7	Committee will review nominations for annual faculty recognition award
10-14	Spring Break (<i>no classes</i>)
10	8-week 1 spring grades due to registrar, 9:00 am
10	Foundation Board meeting, 12 noon
11	Summer & fall 2025 course schedules finalized
14	President concludes actions for multi-year appointments
15	Summer 2025 book adoption forms due to bookstore
17	Spring 2025 classes begin - 8-week 2 session
17	College Board meeting, 12 noon
18	Last date to register late/add - 8-week 2 session
20	Last day to withdraw without grade penalty or to change from credit to audit - regular session
21	Dual enrollment billing
21	Catalog edits finalized
24	Last day to drop a course and receive a refund - 8-week 2 session

APR

APRIL 2025

1	Advising & registration for summer and fall 2025
2-4	VCCS professional development New Horizons conference, Roanoke
4	ASCT division meeting, 1:00 pm
4	Administrative/professional evaluations to be completed and submitted to HR
7	Reassigned time reports due to supervisor
9	SEED registration at the Career Academy
11	STEM-HAP division meeting, 1:00 pm
14	SEED advising & registration at Martinsville High School
15	Fall 2025 book adoption forms due to bookstore
15	Nominations due for teaching faculty of the year award
15	SEED advising & registration at Bassett High School
16	SEED advising & registration at Magna Vista High School
17	Last day to withdraw without grade penalty or to change from credit to audit - 8-week 2 session
17 (Tentative)	CTE Signing Day: am signing @ MET; pm signing @ Baliles & Reynolds Learning Center
28	Reassigned time reports due to supervisor
TBA	World Day, 11:30 am-1:30 pm
Contact opd@vccs.edu	VCCS professional development grant application deadline (<i>fall</i>) , 5:00 pm (<i>funding pending</i>)

MAY

MAY 2025

5	Last day of spring 2025 classes - regular session
6	STEM-HAP division meeting, Time TBD
6	Summer 2025 faculty contract lists due to academic VP office
6-9	Spring Exams
Tentatively 7	Employee Appreciation Day
9	Last day of spring 2025 classes - 8-week 2
9	ASCT division meeting, 9:00-1:00
12	8-Week 2 & Regular Session Spring grades due to Registrar, 9:00 am
12	Summer adjunct contract information due to academic VP office
12	First day for summer 2025 bookstore purchases utilizing financial aid

MAY**MAY 2025 (continued)**

14	Assessment Reports due from units to assessment coordinator
15	RN nurses' pinning ceremony 6:30 p.m.
15	Faculty Research
16	PN nurses' pinning ceremony 6:30 p.m.
16	Commencement information session, 12 noon
16 - Jul. 31	Summer 2025 graduation application available online
17	Commencement ceremony, 10:00 am
19	College Board meeting, 12 noon
20-21	Open advising & registration for Summer 2025
22	First day of summer 2025 classes
23	Last date to register late/add - 8-week session
26	Memorial Day holiday (<i>college closed</i>)
29	Last date to register late/add - 10-week session

JUN**JUNE 2025**

2	Last day to drop a course to receive a refund - 10-week session
2	Develop 2025-2026 working calendar
2	Deans receive spring student evaluation results & notify faculty of results
2	Last day to drop a course to receive a refund - 8-week session
2	Last day for summer 2025 bookstore purchases utilizing financial aid
9	Foundation Board meeting, 12 noon
19	Juneteenth Holiday (<i>college closed</i>)
30	Begin fall Inservice planning
30-July 4	Student Holidays (<i>no classes</i>)

JUL**JULY 2025**

4	Independence Day holiday, (<i>college closed</i>)
7	Last day to drop a course without grade penalty or to change from credit to audit (<i>8-week</i>)
9	Administrative Council: Annual review of faculty due for evaluation.
10	Last day to drop a course without grade penalty or to change from credit to audit (<i>10-week</i>)
14	Fall adjunct contract information due to academic VP Office
18	SACS retreat, 12 noon-5:00 pm
21	College Board meeting, 12 noon
August 1	Deadline to apply for summer 2025 graduation

* Specific dates & criteria for first-year probationary, second- & third- year, senior one year, & multi-year faculty can be found in Appendix A of the P&HCC Faculty Evaluation Plan.

** Faculty submit 2024 credential awards to deans and the Registrar's Office as they are conferred.

*** Deans submit spring 2025 credential awards to Registrar as completed.