

# JACKSONVILLE STATE UNIVERSITY

## NEW ADJUNCT FACULTY ORIENTATION

JULY 8, 2025

300 Merrill Hall



Presented by Faculty Commons

Jax State's Center for Excellence in Teaching and Learning



# ABOUT NEW ADJUNCT FACULTY ORIENTATION (NAFO)

Welcome, adjunct faculty, to the 2025 New Adjunct Faculty Orientation (NAFO) event, hosted by Faculty Commons, Jax State's Center for Excellence in Teaching and Learning. At Jax State, we value the contributions of our adjunct faculty and want to provide you with resources that will help you succeed in the classroom.

At NAFO, you will learn how to navigate the university, where to find faculty and student support services, what to expect from departmental life, tips for creating syllabi, and more. When the day concludes, our goal is for you to leave with a wealth of knowledge.



## Goals of New Adjunct Faculty Orientation:

- Build community and engagement
- Introduce important university policies and procedures
- Orient adjunct faculty with key university administrators, divisions, and offices
- Inform adjunct faculty about faculty support services
- Preview faculty development opportunities
- Answer miscellaneous questions



# WELCOME & INTRODUCTIONS

JSU alumna Dr. Christie Shelton has served the university in various capacities including Lab Coordinator, BSN Program Director, Co-Principal Investigator, Associate Dean and Dean of the School of Health Professions and Wellness (formerly College of Nursing) before taking on the role of Provost and Senior Vice President. She has a passion for serving others and is the number one cheerleader for JSU faculty.



Provost and Executive Vice  
President for Academic Affairs,  
Dr. Christie Shelton



Vice Provost for  
Academic Affairs,  
Dr. Staci Stone

Dr. Staci Stone came to JSU in 2018 as Dean of the School of Arts and Humanities (now College of Arts, Humanities, and Sciences) after 18 years of teaching and administrative experience at Murray State University. In 2023, Dr. Stone was named Vice Provost of Academic Affairs overseeing numerous offices including Online@JSU, Faculty Commons, Dual Enrollment, Sponsored Programs, Institutional Research and Effectiveness, and the International House. She has also been an integral part of creating and introducing the new general education program, Jax MIX.



# WELCOME & INTRODUCTIONS

Mica Mecham currently serves as the Director of the Rebecca O. Turner Faculty Commons, Jacksonville State University's Center for Excellence in Teaching and Learning. Prior to accepting the position with Faculty Commons, Ms. Mecham taught for 16 years in the Department of English, earning the title of Distinguished Instructor in 2022. As the Director of Faculty Commons, Ms. Mecham organizes professional development and training opportunities for faculty, including New Adjunct Faculty Orientation. Additionally, oversees faculty recognition events including the Faculty Research Symposium and Faculty Awards. Ms. Mecham recently earned her M.S. in Instructional Technology, graduating in August 2023.



Director of Faculty Commons  
Mica Mecham



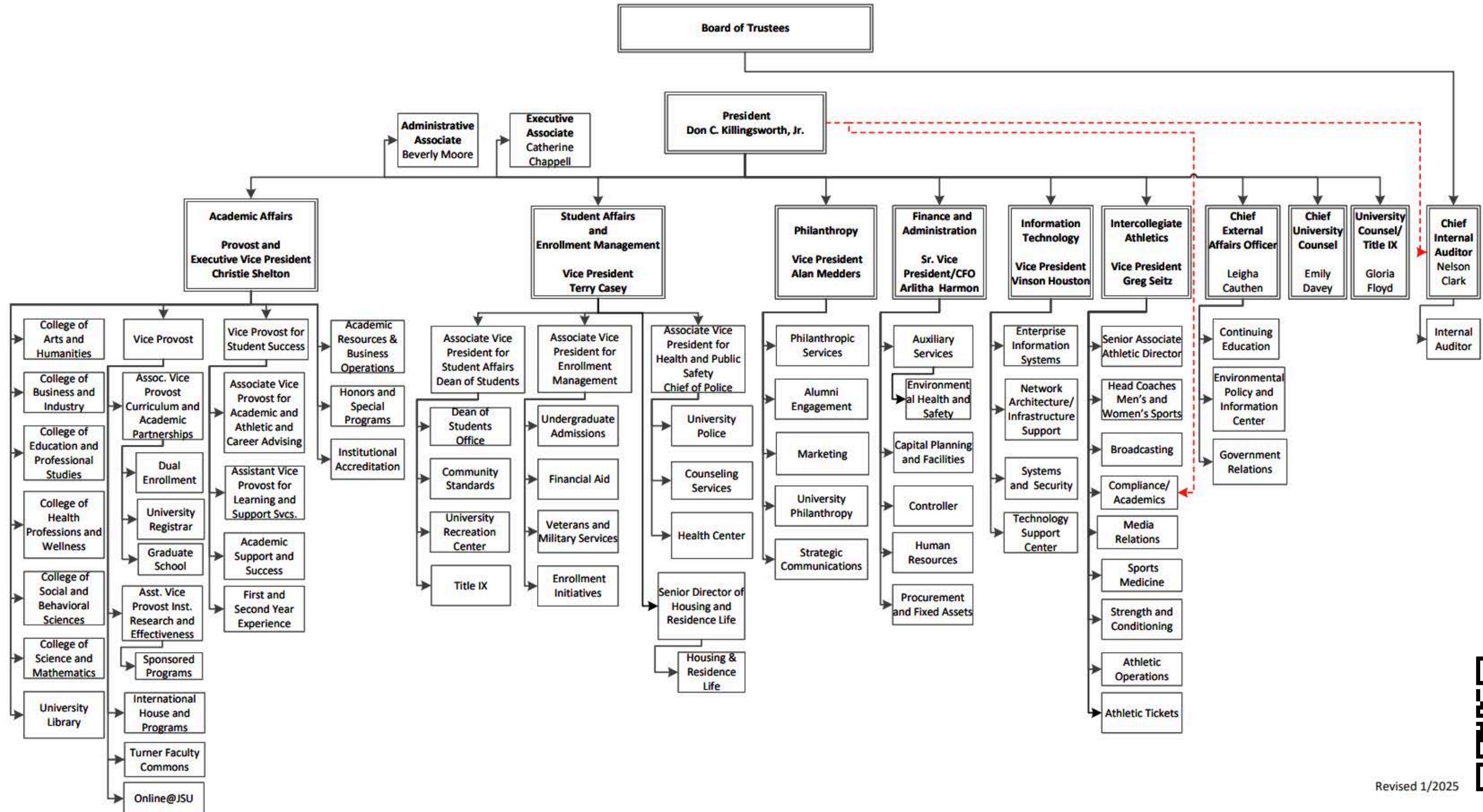
Training and Events Coordinator  
for Faculty Commons  
Brandy Roberts

Training and Events Coordinator for the Rebecca O. Turner Faculty Commons, Mrs. Brandy Roberts, has worked in Faculty Commons since 2017. She has worked with three Faculty Commons directors (two of whom have retired), and as a result, brings a wealth history and knowledge to the office. She is an integral part of organizing and coordinating all Faculty Commons professional development trainings and workshops, as well as all other major events hosted by Faculty Commons. Ms. Roberts earned her M.B.A. in 2018 and has experience teaching online adjunct courses for the College of Business and Industry.



# NAVIGATING JAX STATE

## Organizational Chart



# ADJUNCT FACULTY ESSENTIALS: MEET THE PRESIDENT

## Dr. Don C. Killingsworth, Jr.





# ADJUNCT FACULTY ESSENTIALS

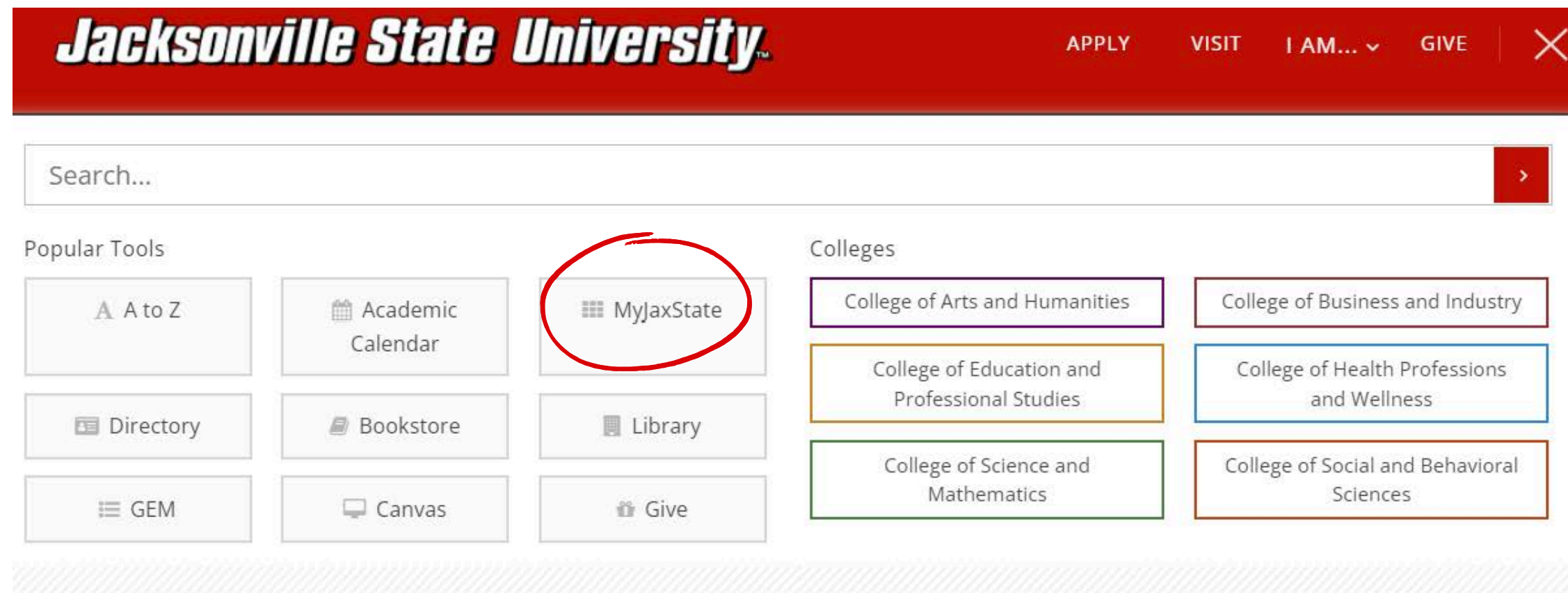
# ADJUNCT FACULTY ESSENTIALS: ESSENTIAL INFO & TOOLS

## University Structure & Academic Affairs Info:

- Org Chart:
  - Mission Statement
  - Strategic Plan
  - Academic Affairs Information
- MyJaxState Basics
  - Login Information
  - Important Tiles
- Microsoft
  - Office 365
  - OneDrive
  - Calendar



# ADJUNCT FACULTY ESSENTIALS: MYJAXSTATE



MyJaxState is Jacksonville State University's web portal that provides access to all web-based services including class registration, financial aid, student accounts, transcripts and more. You can also access quick links to GEM, Banner and CANVAS in the MyJaxState portal under the "Home" tab.

The default password for MyJaxState is J- followed by your six-digit date of birth and the last four digits of your student ID number in the format J-MMDDYY####.


MyJaxState uses Single Sign On (SSO) to sync your account information with GEM, therefore you will use the same password to access your GEM and MyJaxState.




Your MyJaxState password can be reset from the main log in page by answering your security questions or by filling out the form below.



For more information on how to access MyJaxState, please call the Technology Support Center at 256-782-8324 or email us at [support@jsu.edu](mailto:support@jsu.edu).

# MyJaxState Information: Important Tile Cards


**Faculty/Advisor** 


-  Banner for Faculty & Advisors
-  Curriculum Management
-  JSU Navigate

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- ▶ Class and Course Schedules
- ▶ Digital Measures
- ▶ Faculty Adoption & Insights Portal
- ▶ **Financial Aid Attendance Verification**
- ▶ Grade Change Form


**MORE**







**Parking** 


-  Construction Parking Information



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-  Decal Registration Information
- ▶ **Purchase Parking Decals**
-  Bicycle/Scooter Registration
-  Campus Parking Regulations

**Campus Services** 

-  Bookstore
-  Campus Transit - jsuRide
- ▶ **Dining Services**
-  Housing
-  Mail Services
-  RMC/JSU Health Center
-  University Police

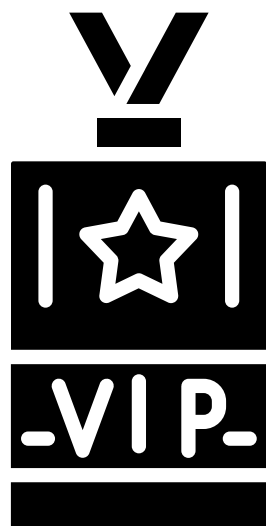
**Faculty/Advisor** 

-  Banner for Faculty & Advisors
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- ▶ **JSU Navigate**

---

- ▶ Class and Course Schedules
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- ▶ Financial Aid Attendance Verification
- ▶ Grade Change Form

**MORE**





# ADJUNCT FACULTY ESSENTIALS: IMPORTANT REMINDERS



## Department of Human Resources 326A Angle Hall; 265.782.5007



Allison Casey,  
Director, Human Resources



Eric Johnson  
Assistant Director

The HR Team at Jax State is eager to answer your questions and give you all the tools and resources for your journey at JSU. Their goal is to help you understand JSU's vision, mission, and values, as well as the benefits and opportunities associated with employment at the university.

Before beginning work at JSU, you will need to complete the following new hire paperwork. You will access these forms inside of your MyJaxState. Upon log-in, you will open the New Employee card in the left navigation, and then select the forms under the Human Resources column.

- USCIS I-9 Form
- W-4 Form (Federal Tax Form)
- A4 – Alabama Tax Form
- Confidentiality Agreement
- Direct Deposit Authorization Form
- Employee Profile Form
- Veteran Self-Identification Form
- Veterans Selective Service Certification Form
- Collection and Usage of Social Security Numbers


### Adjunct Faculty Guide

- [Introduction to the University](#)
- [Adjunct Faculty Contractual matters](#)
- [Administrative Matters](#)




## Faculty Identification: JCard


### My Account Links

-  [Change MyJaxState Password](#)


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-  [Update Account Recovery Questions](#)


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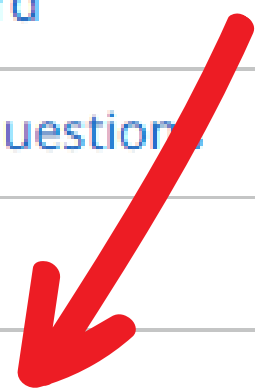
-  [Manage Duo Devices](#)

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-  [ID Card Management](#)

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-  [Update Addresses and Phone Numbers](#)



### ID Office

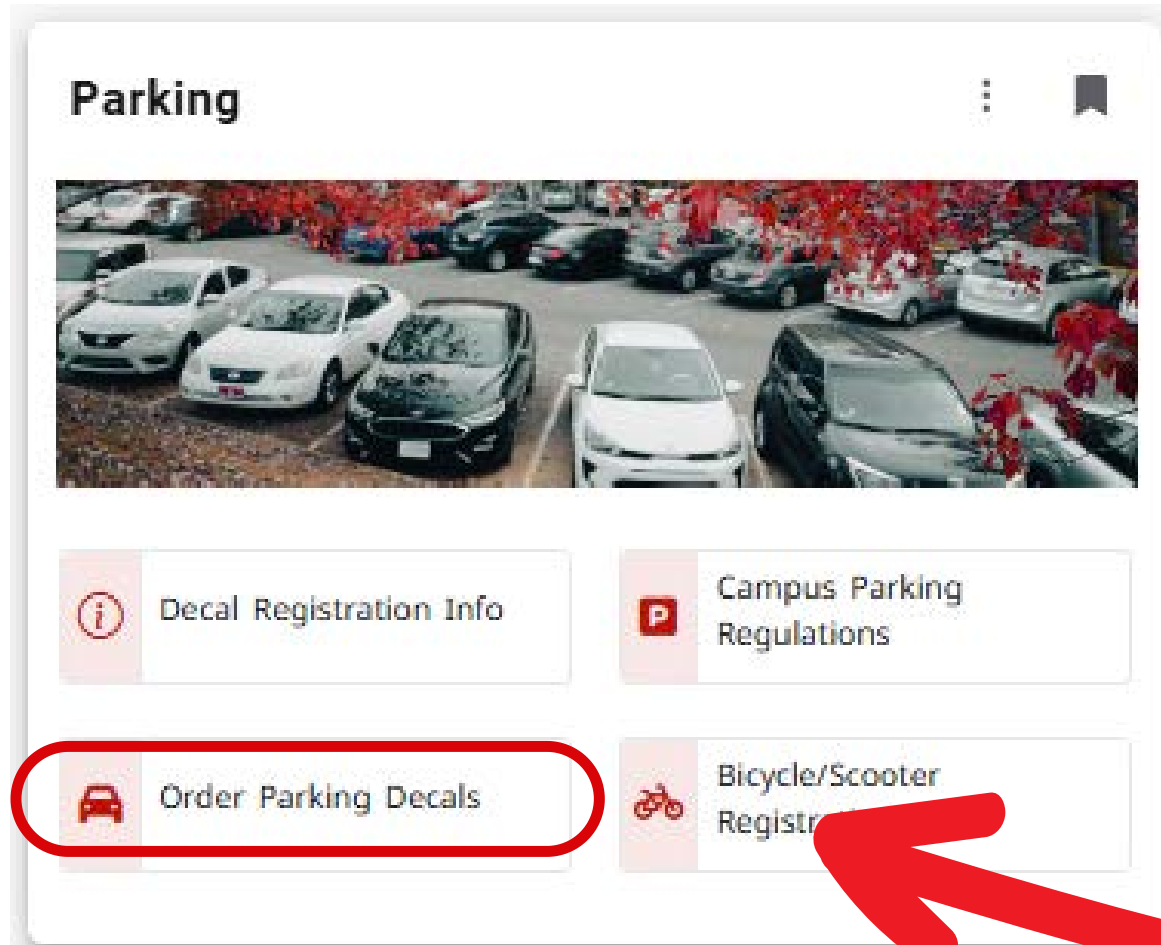
Theron Montgomery  
Building  
4th Floor

Hours of Operation:  
Mon-Fri: 8:00am-4:30pm  
256-782-5270

All students, faculty, and staff are required to have a Jax State Identification Card known as a JCard. Faculty will use the JCard system for dining, bookstore, athletic event admissions, etc. Manage your JCard through the OneWeb portal located on your MyJaxState account.



## Faculty Parking Decals



### Know Your Parking Zone:

**Red Faculty/Staff Zone:** Reserved for Faculty and Staff parking only. Spaces will be painted with red lines and may contain gold zone signs.



The parking system will open for registration around August. There will be an email sent to all faculty when the system opens for decal registration. When open, all registration will be through MyJaxState at a cost of \$100.00 per decal. Employees with 25 years or more of dedicated service will order online free of charge. Faculty/Staff decal charges will be by payroll deduction only. Decals are distributed via the United States Postal Service to the address provided during the registration process.



### Parking Services

Theron Montgomery  
Building  
4th Floor

Hours of Operation:  
Mon-Fri: 8:00am-4:30pm  
256-782-5566



## Faculty Dining: Dining Hall



### Dining Hall

303 Trustee Circle,  
Jacksonville, AL

Hours of Operation:  
Mon-Fri: 8:00am-  
4:30pm  
256-782-5270

Visit the new and improved Jax State Dining Hall, featuring a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants. Located in the center of campus, the cafeteria is a great place for new faculty to collaborate with colleagues or get a quick bite. Purchase meals through your JCard by accessing the OneWeb portal located on your MyJaxState account. You can also purchase your meals at the register when checking in.




### Dining


 [Dining Purchasing & Balances](#)

 [Dorm Resident Meal Plan Selection](#)

 [Hours of Operation](#)

 [The Caf Menu](#)

 [Meal Plan Information](#)

 [Kiwibot Delivery](#)



# ADJUNCT FACULTY ESSENTIALS: COURSE MATERIALS

## FirstDay Access at the JSU Bookstore



Dr. Kevin Hoult  
Associate Vice President  
Auxiliary and Business  
Services



Kristi Webster  
JSU Bookstore Manager

FirstDay™ is the JSU Bookstore's (Barnes & Noble College) inclusive access model where every student has access to digital course materials on or before the first day of class within the Canvas Learning Management System. This affordable solution provides significant savings for related course materials as noted directly on the student account. While not suggested, students have the ability to opt-out of the program if desired.



[FirstDay Info](#)  
[Here](#)



# ADJUNCT FACULTY ESSENTIALS: COURSE REQUIREMENTS

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## Syllabi Requirements

The course syllabus serves as a foundational document for organizing and communicating essential course information to students. Guidelines for creating course syllabi can be found on the Faculty Commons website.




## Academic Policies




The Academic Policies webpage provides a central location for important university-wide policies and procedures that apply to all courses and all students.



# ADJUNCT FACULTY ESSENTIALS: COURSE REQUIREMENTS

## Financial Aid Verification

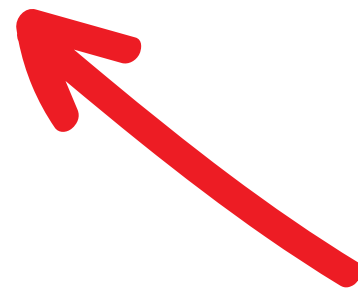
**Faculty/Advisor** 

-  Banner for Faculty & Advisors
-  Curriculum Management
-  JSU Navigate




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- ▶ Class and Course Schedules
- ▶ Digital Measures
- ▶ Faculty Adoption & Insights Portal
- ▶ **Financial Aid Attendance Verification**
- ▶ Grade Change Form

[MORE](#)



**Faculty**

- Do I need to complete attendance verification? 
- How do I complete attendance verification? 
- What must a student do to be confirmed as attending? 

Students must be confirmed as attending their courses each term to receive federal aid. If a student is not confirmed as attending a course, financial aid could be removed from their account. Instructors will receive an email reminder for attendance verification each semester with the deadline listed.

Attendance verification should be submitted during the first week of classes. If a student is late added into a course, their attendance still must be verified using the same process. Access Financial Aid Attendance Verification in your MyJaxState portal.

# ADJUNCT FACULTY ESSENTIALS: GEN. ED. PROGRAMMING

## Jax MIX





# **ADJUNCT SUPPORTS, RESOURCES, & TOOLS**

# ADJUNCT SUPPORTS, RESOURCES, & TOOLS

## Faculty Commons

217 Self Hall; 256.782.5856

- **Central Hub for Faculty Support:** Faculty Commons provides resources, guidance, and professional development tailored to enhance teaching and learning at JSU.
- **Faculty-Focused Opportunities:** Offers specific training sessions, orientation support, and access to essential tools to help adjuncts succeed in and out of the classroom.
- **Connection and Community:** Serves as a space for adjuncts to connect with full-time faculty, share ideas, and feel supported as valued members of the academic community.
- **Ongoing Development and Recognition:** Facilitates workshops, teaching series, and recognition programs that empower adjuncts to grow professionally and showcase their contributions.



# 2025-2026 NEW FACULTY COHORT SERIES



## NEW FACULTY COHORT (NFC)

PROVIDING CRITICAL  
INFORMATION, RESOURCES, AND  
SUPPORT TO NEW JSU FACULTY

### ABOUT THIS COHORT

This Faculty Commons series is designed especially for new faculty members, providing them with meaningful resources and networking opportunities, as well as a place to discuss topics relevant to first-year employment experiences in a collaborative setting.

**MORE  
INFORMATION  
COMING SOON**

### COHORT RED GOALS



#### REACH

To support the mental health and well-being of new adjunct and full-time faculty members



#### ENGAGE

To promote inclusion and a feeling of belonging in the JSU academic community & Jacksonville city area



#### DISCOVER

To understand university and college-specific policies and procedures including tenure & promotion expectations

+256.782.5856

✉ [mmecham@jsu.edu](mailto:mmecham@jsu.edu)



[www.jsu.edu/faculty-commons/professional-development-opportunities](http://www.jsu.edu/faculty-commons/professional-development-opportunities)

# ADJUNCT SUPPORTS, RESOURCES, & TOOLS

## The Writing Center

The JSU Writing Center's (WC) mission is to provide encouragement, support, and guidance to all members of the JSU community to actualize their fullest potential as writers. The primary goal of the WC is to assist in students' development in effectively expressing individual ideas through both written and verbal communicative forms. We pride ourselves on meeting students where they are and utilizing the best writing pedagogy practices to work with our clients.

Room 230 and 228 Stone  
Center  
256.782.5545  
[jsuwrites@jsu.edu](mailto:jsuwrites@jsu.edu)



## Writing Center Resources

- Digital Writing Lab
- Appointments for students through Navigate
- Writing workshops
- One-one-one 30 minute consultations held both in person or virtually



# ADJUNCT SUPPORTS, RESOURCES, & TOOLS

## Houston Cole Library

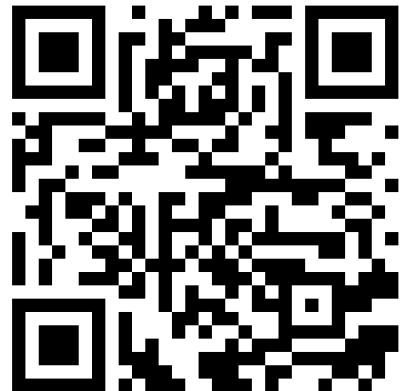


### Library Instruction

- Library instruction is available for all classes.
- Your subject specialist librarian will tailor the instruction to your needs.
- The session can be held in the Library or your classroom.
- Assignment Consultation
- We can assist with assignments to introduce Library resources to your students.
- Embedded in Canvas
- You can have your subject specialist librarian be a part of your course.
- Library resources can be embedded in your course.

### Course Reserves

- We can place print materials (books, DVDs, etc.) on reserve for your course in the Library.
- We can scan articles or chapters from a journal or book and put them on e-reserve.
- We can provide direct links to electronic articles/chapters that you can put in Canvas.
- As long as the request falls within copyright guidelines.



# ADJUNCT SUPPORTS, RESOURCES, & TOOLS

## Information Technology Services



Technology Support is a centralized unit that offers Office 365 and other software application training and support for faculty.

For help from the IT office, please visit their website and submit a support ticket.

**DUO**:DUO Security is a service that allows a second factor, such as a mobile device, be used for authentication.

In order to better protect against cybersecurity threats and online fraudulent activities, DUO Two-Factor Authentication is required to access JSU email accounts and student financial accounts.



# ADJUNCT SUPPORTS, RESOURCES, & TOOLS

## Navigate: Student Success Technology

The JSU Navigate platform aims to increase retention and graduation rates by improving student achievement and engagement.

Developed by the Education Advisory Board (EAB), the program combines technology, research, and predictive analytics to help institutions positively change outcomes with at-risk and off-path students, helping JSU reach our graduation and retention goals. JSU has begun to implement and utilize Navigate, a student success management system that brings together advisors, faculty, support staff and students to create a coordinated care network that enables targeted intervention and proactive, strategic support for every JSU student.

**JSU Navigate will allow advisors, faculty, and staff the ability to:**

- View a comprehensive student academic overview to provide quick, personalized guidance.
- Identify and prioritize students in need of support who require the most urgent attention.
- Maintain and share notes from student appointments and interactions.
- Set appointments with students and send email and text appointment reminders.
- Track advising appointments and walk-in traffic.
- Communicate with students directly from the platform.
- Run campaigns to reach out to students based on specific criteria and easily schedule and track appointments.
- Issue alerts on students needing additional support.

- [Sumit Feedback Reports](#)
- [Record Class Attendance](#)
- [Text Students](#)
- [Issue Alerts](#)
- [Check a Student Case](#)
- [Schedule an Appointment](#)



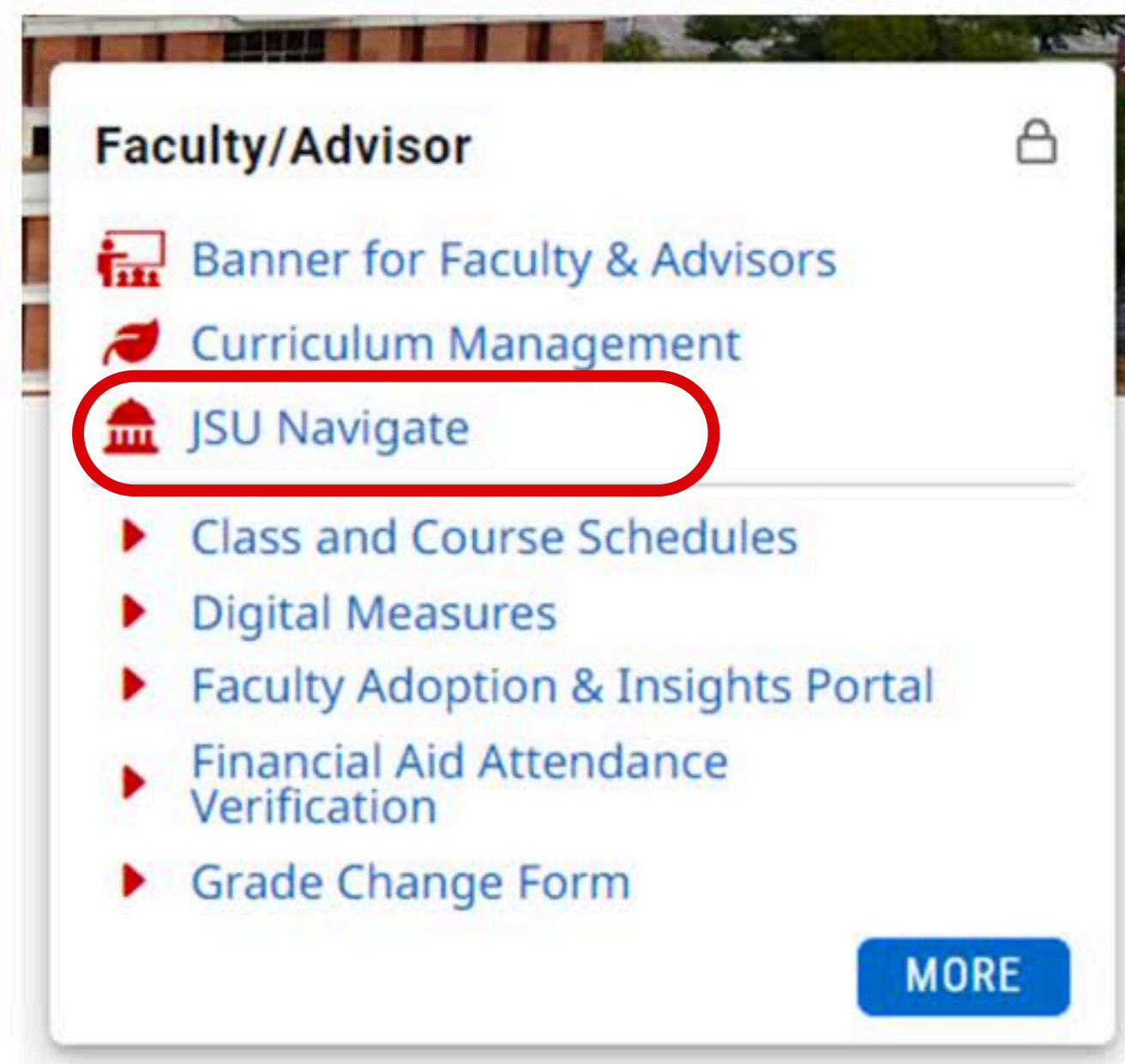
# ADJUNCT SUPPORTS, RESOURCES, & TOOLS

## Navigate Demonstration:

Finding JSU Navigate

Once logged in to  
MyJaxState...

- Faculty/Advisor Card
  - JSU Navigate



# ADJUNCT SUPPORTS, RESOURCES, & TOOLS

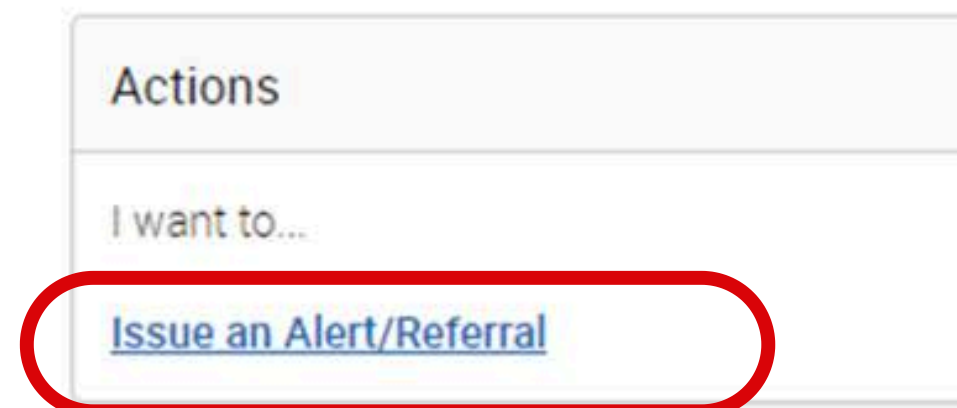
## Navigate Demonstration:

### Issue a Warning

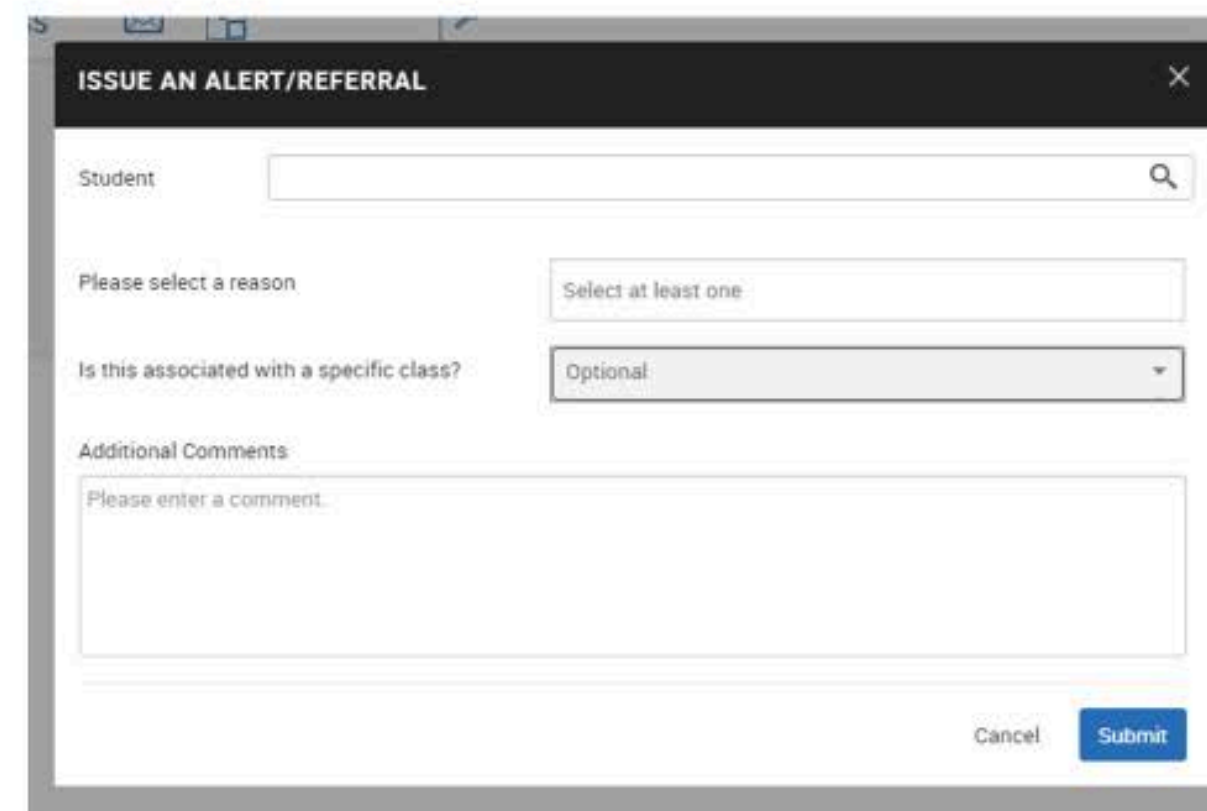
Right side of screen (usually under your photo), look for Issue an Alert/Referral.

A new window will appear that will allow you to search for a student.

Tip: After you select the student's name, use the drop down box to select your class. This helps especially if the student has a common name. Then go to the field to select the reason. You can select more than one.



A screenshot of a user interface showing a menu titled "Actions". Below the title, there is a section labeled "I want to...". Underneath, the option "Issue an Alert/Referral" is listed and highlighted with a red rounded rectangle.



A screenshot of a web form titled "ISSUE AN ALERT/REFERRAL". The form contains the following fields and controls:

- A search field labeled "Student" with a magnifying glass icon.
- A dropdown menu labeled "Please select a reason" with the text "Select at least one" inside.
- A dropdown menu labeled "Is this associated with a specific class?" with the text "Optional" inside.
- A text area labeled "Additional Comments" with the placeholder text "Please enter a comment."
- At the bottom right, there are two buttons: "Cancel" and "Submit".



# ADJUNCT SUPPORTS, RESOURCES, & TOOLS

## Navigate Demonstration:

### Taking Attendance (continued)

Click the link to Record Class Attendance. A window will appear with your class roster. Mark students accordingly. Make comments as needed.

An email will be sent to the student notifying them that they were marked absent or tardy unless you mark excused before submitting the report.

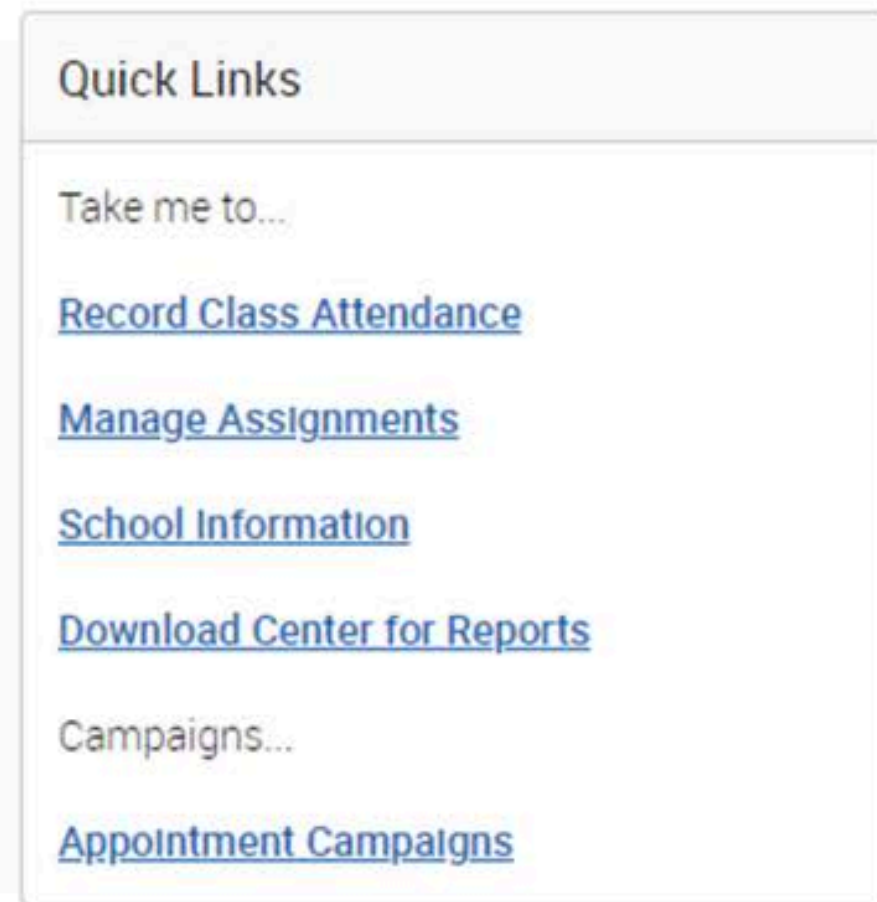
The screenshot shows a web application window titled "RECORD ABSENCES". At the top left of the window is a dropdown menu labeled "Actions". Below this is a table with the following columns: "STUDENT", "ABSENCES", "PRESENT?", "ABSENT?", "TARDY?", "EXCUSED?", and "COMMENTS". The table area is currently empty and contains the text "No students are enrolled in this section for this term." Below the table, there is a checkbox labeled "Mark Remaining Present". To the right of the checkbox are three buttons: a green button with a white '0' labeled "Present", a red button with a white '0' labeled "Absent", and a yellow button with a white '0' labeled "Tardy". At the bottom left of the window is a blue button labeled "Save Attendance". The bottom of the window shows a footer with the following information: "9:00am - 11:30am CT", "CEPS-218", "AE-416-001-LEC Automation and Robotics", "Noureddine Bekhouche", and a "Record" link.

# ADJUNCT SUPPORTS, RESOURCES, & TOOLS

## Navigate Demonstration:

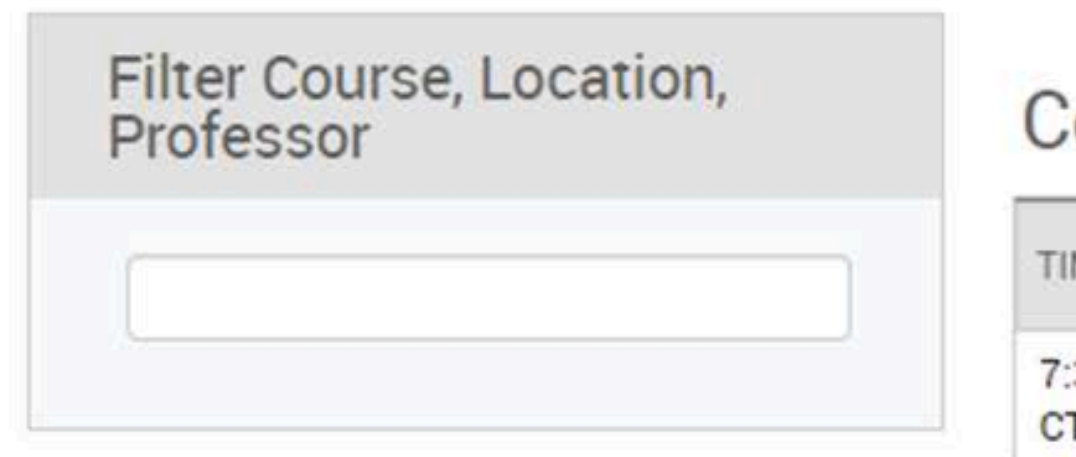
### Take Attendance


Right side of screen (usually under your photo), look for Quick Links, Record Class Attendance.



Use the Filter Course, Location, Professor box to type your last name to narrow down the options.

### Attendance Tracking





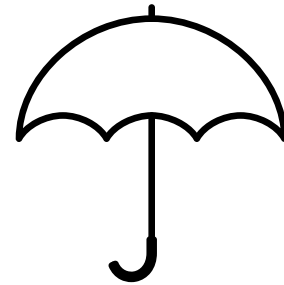
**ONLINE@JSU:  
CANVAS ESSENTIALS &  
GRADES TO BANNER**

# ONLINE@JSU: CANVAS ESSENTIALS

## Online@jsu

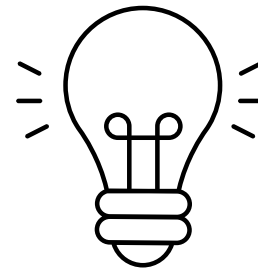
Available via email [online@jsu.edu](mailto:online@jsu.edu)

Online@JSU provides year-round professional development to JSU faculty related to all things online teaching and learning. We also provide technical support to faculty, staff, and students for the Canvas LMS, Honorlock, Turnitin, Studio, and more.



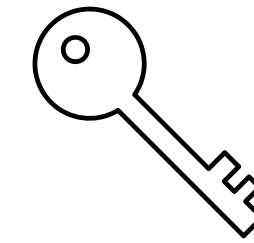
### Support

Online@JSU provides technical support for faculty and students for Canvas, Turnitin, Studio, Honorlock, and more.



### Development

Online@JSU provides professional development in the form of courses, presentations, workshops, demonstrations, and one-to-one consultations.



### Expertise

Online@JSU will help you design learning experiences, create engaging assignments, and assist in designing and building your online courses.

## LMS Support and Online Teaching Professional Development

At JSU, a web-enhanced Canvas course is a companion piece to the face-to-face course. In a web-enhanced course, you might provide your students with online access to the course syllabus, handouts, a class calendar, posted grades, or other resources and activities intended to enhance the classroom experience and support student learning.



**CANVAS**  
BY INSTRUCTURE

## Online@JSU

- What we do
- Who we are
- How we help faculty and students
  - Support
    - Email/phone ([online@jsu.edu](mailto:online@jsu.edu), 256-782-8172)
    - Website ([www.jsu.edu/online](http://www.jsu.edu/online))
    - Tutorial Videos (YouTube channel “Online@JSU Faculty Tutorials”)
    - Newsletter
  - Professional Development
    - Presentations, workshops, demonstrations, one-to-one consultations
    - Contact Us “booking a meeting”
  - Expertise
    - Help design learning experiences, create engaging assignments, and build online courses



**ONLINE@JSU**  
JACKSONVILLE STATE UNIVERSITY



# ONLINE@JSU: GRADES TO BANNER

## Grades to Banner

Fall 2023-1-SI-CS201-001-10559 > Grades to Banner

Fall 2023

- Home
- Announcements
- Assignments
- Discussions
- Grades
- Grades to Banner**
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes

Final

There are 34 students with unsubmitted grades.

Student Name	Current Grade	Submitted	Final	Incomplete Final Grade	Last Attended Date (mm/dd/yyyy)
	90.00% (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	80.00% (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
	70.00% (C)	<input type="checkbox"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>
	75.00% (C)	<input type="checkbox"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>
	60.00% (D)	<input type="checkbox"/>	<input type="text" value="D"/>	<input type="text"/>	<input type="text"/>
	59.00% (F)	<input type="checkbox"/>	<input type="text" value="I"/>	<input type="text" value="F"/>	<input type="text" value="10/1/2023"/>
	89.00% (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
	99.00% (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	94.00% (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	88.00% (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>





**LUNCH & LEARN**  
LUNCH IS BEING SERVED IN  
369 MERRILL HALL

# LUNCH & LEARN: STUDENT LIFE & TITLE IX



Dr. Joshua Robinson  
Dean of Students



Gloria Floyd  
University Counsel/Title  
IX Coordinator



# **TEACHING TIPS FOR FACULTY SUCCESS**

# ADJUNCT FACULTY ESSENTIALS: ACADEMIC ADMINISTRATION

## Meet the Academic Deans



Dr. Tim Lindblom  
Dean, College of Arts,  
Humanities,  
and Sciences



Dr. Brent Cunningham  
Dean, College of  
Business  
and Industry



Dr. Kimberly White  
Dean, College of  
Educational  
and Professional  
Studies



Dr. Tracey D. Matthews  
Dean, College of Health  
Professions  
and Wellness



Dr. Maureen  
Newton  
Dean, College of  
Social and  
Behavioral Sciences



Dr. John Bauer-  
Graham  
Dean, Library  
Services

**Learn more about Colleges and Units Here**



# TEACHING TIPS FOR ADJUNCT FACULTY

2025 Faculty Orientation

## Teaching Tips & Departmental Faculty Life



# CANVAS & SYLLABUS WORKING LAB





**THANK YOU**

Mar 10	Priority Registration - Graduate/Doctoral Students
Mar 11	Priority Registration - Seniors 96+ hours earned
Mar 12	Priority Registration - Juniors 64 + hours earned
Mar 13	Priority Registration - Sophomores 32+ hours earned
Mar 14	Open Registration Begins and Remains Open Until Balances are Due
Mar 14	Priority Registration - Freshman
Aug 14	Faculty Available
Aug 20	Classes Begin - Late Registration Fee Charged
Aug 26	Last Day to Apply for Fall Graduation
Aug 26	Last Day to Register or Add a Class
Aug 26	Last Day to Withdraw from all Courses and Receive 100% Tuition Refund
Aug 26	Payment Due
Sept 1	Labor Day Observed
Sept 2	Last Day to Withdraw from all Courses and Receive 80% Tuition Refund
Sept 16	Last Day to Withdraw from all Courses and Receive 50% Tuition Refund
Oct 9-10	Advisement/Grading Days (no in-person or synchronous online classes meet)
Oct 12	Midterm Grades Due by 11:59 PM
Oct 13	Midterm Grades Viewable by Students 10 AM
Nov 11	Last Day to Drop a Class or Withdraw
Nov 24-28	Thanksgiving Break
Dec 2	Last Day of Class
Dec 3-9	Final Exams
Dec 11-12	Fall Commencement
Dec 12	Grades Due by Noon