MILLSAPS COLLEGE

Revision Responsibility: Registrar
Responsible Executive Office: Senior Vice President and Dean of the College

Purpose:

To detail the academic calendar creation procedures at Millsaps College.

Policy:

The Senior Vice President and Dean of the College will finalize the academic calendar in November. The goal is to have calendars finalized 2-3 years in advance; see timeline on pages following. The Registrar is responsible for creating draft dates to be used for planning and reporting purposes. There are eight terms during each academic year. Each term has a standard number of weeks in length, as detailed below.

1. Fall Semester is 15 weeks (17 with Thanksgiving break, Fall break, and Exams).
2. Winter Term is 4 weeks. It starts the day after the fall term ends, and ends the day before the Spring term starts.
3. Spring Semester is 15 weeks (17 with Spring break and Exams)
4. *Summer Off Campus A is 3 weeks, and it starts the day after spring commencement and ends on Sunday before Memorial Day.
5. Summer 1 is 5 weeks, and it starts the day after Memorial Day. After Summer 1 ends, there are a few days break before Summer 2 starts in order to accommodate Residence Life.
6. Summer 2 is 5 weeks.
7. Summer Long is 10 weeks (first day of Summer 1 till the last day of Summer 2).
8. *Summer Off Campus B is 3 weeks, and it starts while S2 and SL are still going. It should start around the 8th week of Summer Long so that OCB can be done Sunday before the Fall term begins the very next day (Monday).

*The Off Campus sessions are labeled as such to communicate that only off campus classes occur within those time frames. However, this does not mean that off campus courses necessarily start and end within the published dates. Refer to dates from faculty member.

Other Rules as well as Rules for Programming the Academic Calendar into Ellucian Colleague RYAT Screen:

- The goal is to have an equal number of Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays for each term.
- The official start date is the first date of class. The official end date is the last date of finals.
- The commencement ceremony date for Spring term is always the Saturday after the term ends. The commencement date, for record keeping purposes only, for all other terms is always the last date of the term/last date of finals.
- Opening convocation is Thursday of the first week of Fall term.
- Registration for class changes is Monday and Tuesday of the first week during Fall and Spring.
- Midterm grades are due the Monday of Fall break and the Monday of Spring break.
- Thanksgiving break is a Wednesday, Thursday, and Friday.
- Mid-semester holidays for Fall are determined by looking at the previous year and finding similar dates, usually the 8th week. Fall break is a Monday and Tuesday of the 8th week.
- Spring Break is determined by local K-12 school district calendar and the Common Calendar Committee.
- Preregistration is a field not used for Millsaps. Put it as the day before the first day of the previous semester so as not to interfere with other processes. FYI- Students do pre-register/plan their schedules. This happens around the 10th or 11th week of class as set by the Assistant Dean for Academic Advising and Student Support. You just don't need to program the date in RYAT.
- Registration: the start date is the first day of the previous semester and the last date is the last day before the term starts (Sunday). These are not the real dates. Real, individual dates are set in the SREP screen. It simply needs to be these dates in order for students to view their individual registration times in SREP.
- *Add date is the first day of the term to the first Friday of the term. This will allow students to add classes online the first whole week of the term period without instructor permission. While they can add till the 8th day of the term, they cannot do it online starting the second week, per policy, because they need the instructor's signature to add.
- *Drop date is the first day of the term to the 8th day of the term.
- *Meal Plan and Housing start and end dates are the same as the term start and end dates.
- Billing date is last date of term (only end date is needed).
- Drop grades required is the 9th day after the Fall or Spring term starts. For Summer 1 and Summer Long, this date is the 4th date of the term. For Summer 2, this date is the 5th date of the term. For Summer OCA and OCB, this date is the first date of the term. This indicates that all classes that are dropped will not have a "W" with them, if dropped by this date.
- The last day for dropping courses with a "W" is Wednesday of the 11th week during Fall and Spring.
- *Census Date 1 is Monday of the 4th week.
- *Census Date 2 is the same as the drop grades required date. This field is used for Financial Aid.
- Registration for Spring term is Monday through Thursday of the 12th week during previous Fall.

- Registration for Fall term is Monday through Thursday of the 14th week during previous Spring.
- Registration for Summer term is Monday and Tuesday of the 15th week during previous Spring.
- Comprehensive Exams are the 11th and 12th weeks during Spring.
- Residence Life needs at least 2-3 working days between a term to clean residence halls. This includes summer terms.
- Holidays are determined by Human Resources and the President.

Dates highlighted in blue must be added to the Ellucian Colleague RYAT screen; see screen shot below. The Office of Records is responsible for the RYAT input. Those dates with an * above do not need to be input into RYAT for summer and winter terms. Dates highlighted in yellow must be added to the Ellucian Colleague REFF screen. The Business Office is responsible for the REFF input.

Screenshot of RYAT Screen:

Timeline for Creation of Academic Calendars

The goal is to have calendars finalized 2-3 years in advance. This includes all terms for a calendar year to comprise Fall, Spring, Winter, and all Summer sessions. The Registrar and Assistant to the Senior Vice President of Academic Affairs will create the first draft and send it to Enrollment Management Committee. If the Enrollment Management Committee approves, it will go to the President's Cabinet. If the President's Cabinet approves, it will be finalized by the Executive Committee. The Academic Council should only be involved in there is a change to policy.

In November 2017, the following academic calendars should be finalized:

- AY 2019-2020

In November 2018, the following academic calendars should be finalized:

- AY 2020-2021

In November 2019, the following academic calendars should be finalized:

- AY 2021-2022

In November 2020, the following academic calendars should be finalized:

- AY 2022-2023

In November 2021, the following academic calendars should be finalized:

- AY 2023-2024

In November 2022, the following academic calendars should be finalized:

- AY 2024-2025

In November 2023, the following academic calendars should be finalized:

- AY 2025-2026

In November 2024, the following academic calendars should be finalized:

- AY 2026-2027