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GLOSSARY OF COLLEGE TERMS

Add/Drop Period
A period of time before classes begin when schedule changes are made. A penalty may be charged for changes made after the start of classes.

Admission
Acceptance into a college after the student has filed a completed Student Information Form with the Admissions and Records Office and has been admitted according to admissions criteria. Students who have been admitted are eligible to register for courses.

Advisor
A counselor, faculty, or other designated staff member who has received training to provide students with academic information that will direct them to the appropriate classes to achieve their goals and enhance their success.

AGEC
A 35-semester-credit general education program of study that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university and transfers as a block without loss of credit.

Assessment
Also known as placement or Assessment of Skills for Successful Entry and Transfer (ASSET) testing. Assessment is a way of evaluating students' present skills in English, reading and math so students may choose courses that match their skills. Assessment is based on scores on the ASSET course placement tests. Scores are used as a guide for proper course placement, which leads to greater success.

Associate Degree
Degree awarded by community colleges after a student completes a specified number of course requirements and credit hours, generally a minimum of 60 semester credits. May be an Associate in Arts (AA), Associate in Transfer Partnership (ATP), Associate in Business (ABus) or Associate in Science (AS) designed primarily for transfer to complete a baccalaureate degree; an Associate in Applied Science (AAS), designed primarily to enhance workplace skills and knowledge; or an Associate in General Studies (AGS), designed to fulfill students' goals of higher education.

Associate in Transfer Partnership (ATP)
The Associate in Transfer Partnership (ATP) is designed for students transferring to public and private colleges and universities. This degree is specifically developed for students who have an identified major and have selected the baccalaureate degree granting institution to which they intend to transfer.

Audit
An option for class registration in which the student pays to attend class but does not want to receive credit. Students sometimes choose to audit courses in which they do not wish to complete required assignments.

Bachelor's Degree
A degree awarded by a four-year college or university. Generally requires completion of 120 semester credits. Also referred to as a baccalaureate degree (e.g., BA or BS).

College Orientation
A session during which new students are introduced to academic programs, facilities, and services provided by a college.

Commencement
Also known as graduation. A ceremony during which colleges award certificates of completion and degrees to graduating students.
Continuous Enrollment
The process of registering for and completing courses during consecutive semesters, which may include summer sessions. Determines catalog year for graduation.

Corequisite
Specified conditions, requirements, or courses that must be completed at the same time as another course.

Counselor
A professionally trained staff member who helps students with educational, career, or personal concerns.

Course
A specific subject studied within a limited period of time, such as a semester, and taught by a faculty member. Also called course offering or class.

Course Fee
A charge for services, supplies, and/or materials for a course, in addition to tuition and registration fees for the course.

Course Number
A three-digit code that identifies a specific course and indicates its level and sequence (e.g., 101 in ENG 101).

Course Prefix
A three-letter code that identifies the subject area of a course (e.g., ENG in ENG101 indicating a course in English).

Course Title
The name of a specific course that indicates subject and content (e.g., Freshman English, title for English 101).

Credit Hour
The numerical unit of college credits earned for the satisfactory completion of a specific course. Also referred to as semester hours or units (e.g., 3 credit hours).

Curriculum
A planned sequence of courses aimed at an academic or occupational goal; also referred to as a program of study.

Customer
One that purchases and/or consumes a product or service; defining and meeting customer needs drives the development of any successful product or service.

Division
A group of faculty who teach classes in related subjects, such as Communication, English, and Social Science in the Liberal Arts Division.

Electives
Non-required courses that students may select to complete their program of study.

Extracurricular Activities
Also known as cocurricular. Activities, clubs, or organizations students may participate in above and beyond their academic courses.

Faculty
Instructors.

Final Exams
Tests or exercises given at the end of a term that are often comprehensive; that is, they may include all material covered during the semester. The schedule of final exam dates and times for each term is included in the Schedule of Classes.

Fiscal Office
Also known as the Cashier’s Office. Students may pay tuition and fees, course fees, and other encumbrances owed the college at the Fiscal Office.
Grade Point
The numerical value of grade multiplied by the credit hours for a course (A=4 points; B=3 points; C=2 points; D=1 point). If, for example, a student earns an A in English 101 (3 credit hours), then the student earns 12 points: A=4 points x 3 (credit hours) = 12 points.

Grade Point Average
Generally called GPA, grade point average is determined by dividing the total number of grade points earned by the total number of credit hours attempted. For example, 45 grade points divided by 15 credit hours earned = 3.0 GPA.

Load
Also called academic load. The total number of credit hours taken in a term. Twelve credit hours is considered a full-time load.

Lower Division
Normally freshman- and sophomore-level (100 and 200) courses offered by a college. Community colleges offer ONLY lower division courses. Four-year institutions offer lower division courses and upper division courses, which are junior-level and senior-level (300 and 400) courses.

Major
An area of concentrated study often for a specific degree or occupation, such as English, nursing, or engineering.

Official Absence
Absence from class approved by the Dean of Student Services for students who are participants in an official college activity. Students must present approved absence documentation to their instructors before the official absence and make arrangements to complete the work they will miss.

Pass/Fail
An option for class registration in which students choose to receive a grade of Pass or Fail in lieu of a letter grade (A, B, C, D, F). Students can earn credits towards graduation by passing these courses but the grades will not count in their GPAs. It is best to check with an advisor to make sure that Pass/Fail grades will transfer to another college or university.

Period
Time spent in class and/or lab each week. One period is equivalent to 50 minutes per week for a one-credit course that meets during a 16-week semester.

Placement Test
See assessment.

Prerequisite
Specified conditions, requirements, or classes that must be completed before enrolling in a class. For example, ENG102 has a prerequisite of ENG101.

Probation
A warning that a student is not in good academic standing. May be accompanied by restricted credit hour enrollment.

Recess
Holidays and the periods of time between academic semesters when classes are not in session.

Registration
Actual enrollment of a student into specific courses after the student has been admitted to the college and has received academic advisement.

Required Course
A course that a student must complete to meet certain goals or to complete a certain curriculum.
Schedule of Classes
A college publication that lists all courses offered during a semester, including
dates and times of class meetings, names of instructors, buildings and rooms,
credit hours, and other important registration information.

Scholastic Suspension
Not being allowed to enroll in the college for one semester. This is caused by
not maintaining the minimum required GPA for two consecutive semesters.

Section Number
A four-digit code used to identify each class section of each course offered.
Each class has a different section number. Section numbers are listed in the
Schedule of Classes.

Self-paced courses
Essentially self-study courses that permit students to set flexible schedules. Self-
paced courses are recommended for students who are self-motivated, are strong
readers, have good problem-solving skills, can manage time well, and set their
own deadlines.

Semester
Traditionally half an academic year, 16 weeks in length. Fall semester begins in
August and spring semester begins in January.

Service Learning
Combines community service with classroom instruction, focusing on critical
thinking, value clarification and social responsibility. The key components of
Service Learning are linkage to course competencies or objectives, a relevant
experience and a meaningful contribution to the community.

Service Strategy
A distinctive formula for delivering service that clearly states a customer benefit
that is valuable to the customer and that establishes an effective competitive
position.

Subject Codes
See Course Prefix and Course Number.

Syllabus
One or more pages of course requirements that instructors give to students on
the first day of class. The syllabus may include detailed information about a
course, such as an instructor’s grading system, attendance policies, and testing
and assignment dates.

Transcript
An official record of a student’s college coursework that is maintained by the
college registrar. Courses taken, grades, GPA, and graduation information are
included on a transcript.

Transfer Credit
Course credit that is accepted from or by another college or university to meet
requirements in a major or as general education.

Trial Schedule
A form on which students list their course selections in order to determine which
combination of courses and class times works best during a particular term.

Tuition and Fees
The cost per semester credit unit that students must pay for their college courses.
Tuition and fees are determined by the Maricopa County Community College
Governing Board.

Withdrawal
Officially dropping any or all courses during a semester. Students withdrawing
from one or more courses must notify the Admissions and Records Office in
writing and request that they be officially withdrawn. Refunds are based on the
refund schedule set forth in the catalog. After a specified date, students must
have instructor approval before withdrawing from a course.
Estrella Mountain Community College is conveniently located one mile north of Interstate 10 (exit #129) on Dysart Road in Avondale. There is ample parking for day, evening and weekend sessions.
# INDEX

<table>
<thead>
<tr>
<th>Academic Advising Policy</th>
<th>160</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>200</td>
</tr>
<tr>
<td>Accounting (ACC) Courses</td>
<td>120</td>
</tr>
<tr>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>EMCC Courses</td>
<td>173</td>
</tr>
<tr>
<td>MCCCD Courses</td>
<td>172</td>
</tr>
<tr>
<td>Administrative Directors</td>
<td>174</td>
</tr>
<tr>
<td>Administration of Justice (AJS) Courses</td>
<td>120</td>
</tr>
<tr>
<td>Admissions Information</td>
<td>151</td>
</tr>
<tr>
<td>Admissions Classifications</td>
<td>151</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>12</td>
</tr>
<tr>
<td>Aerospace Studies (AES) Courses</td>
<td>120</td>
</tr>
<tr>
<td>Anthropology (ASB) Courses</td>
<td>121</td>
</tr>
<tr>
<td>Arizona General Education Curriculum (AGEC)</td>
<td>27</td>
</tr>
<tr>
<td>Art (ART) Courses</td>
<td>121</td>
</tr>
<tr>
<td>Art Humanities (ARH) Courses</td>
<td>122</td>
</tr>
<tr>
<td>Articulation Agreements</td>
<td>161</td>
</tr>
<tr>
<td>Assessment</td>
<td>24</td>
</tr>
<tr>
<td>Assessment of Student Learning Outcomes</td>
<td>24</td>
</tr>
<tr>
<td>Associate in Arts Degree General Requirements (AA-GR)</td>
<td>35</td>
</tr>
<tr>
<td>Associate in Arts Degree Special Requirements (AA-SR)</td>
<td>39</td>
</tr>
<tr>
<td>Associate in Business (ABUS)</td>
<td>53</td>
</tr>
<tr>
<td>Associate in Business (ABUS) Degree Special Requirements (SR)</td>
<td>57</td>
</tr>
<tr>
<td>Associate in General Studies (AGS)</td>
<td>62</td>
</tr>
<tr>
<td>Associate in Science Degree General Requirements (AS-GR)</td>
<td>44</td>
</tr>
<tr>
<td>Associate in Science Degree Special Requirements (AS-SR)</td>
<td>48</td>
</tr>
<tr>
<td>Associate in Transfer Partnership Degree</td>
<td>25</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>165</td>
</tr>
<tr>
<td>Biology (BIO) Courses</td>
<td>122</td>
</tr>
<tr>
<td>Bookstore</td>
<td>12</td>
</tr>
<tr>
<td>Building Names</td>
<td>9</td>
</tr>
<tr>
<td>Business Technology Occupations</td>
<td>97</td>
</tr>
<tr>
<td>Career Exploration</td>
<td>13</td>
</tr>
<tr>
<td>Center for Teaching and Learning</td>
<td>12</td>
</tr>
<tr>
<td>Chemistry (CHM) Courses</td>
<td>123</td>
</tr>
<tr>
<td>Child/Family Studies (CFS) Courses</td>
<td>124</td>
</tr>
<tr>
<td>Cisco Networking Technology (CNT)Courses</td>
<td>124</td>
</tr>
<tr>
<td>Cisco Networking Technology Certificate and Degree Programs</td>
<td>85</td>
</tr>
<tr>
<td>Clubs and Activities</td>
<td>17</td>
</tr>
<tr>
<td>College Level Equivalency Examinations</td>
<td>154</td>
</tr>
<tr>
<td>Committee Assignments</td>
<td>18</td>
</tr>
<tr>
<td>Communication (COM) Courses</td>
<td>125</td>
</tr>
<tr>
<td>Community Education (Learning for Life)</td>
<td>117</td>
</tr>
<tr>
<td>Computer Applications Technology Certificate and Degree Programs</td>
<td>71</td>
</tr>
<tr>
<td>Computer Hardware and Desktop Support Certificate Program</td>
<td>74</td>
</tr>
<tr>
<td>Credit by Evaluation</td>
<td>13</td>
</tr>
<tr>
<td>Credit for Prior Learning</td>
<td>155</td>
</tr>
<tr>
<td>Crime Awareness and Campus Security Act</td>
<td>150</td>
</tr>
<tr>
<td>C-TECH Network Cabling Program</td>
<td>99</td>
</tr>
<tr>
<td>Desktop Publishing Certificate Requirements</td>
<td>75</td>
</tr>
<tr>
<td>Developmental Education-credit classes</td>
<td>113</td>
</tr>
<tr>
<td>Developmental Education-non-credit classes</td>
<td>114</td>
</tr>
<tr>
<td>Disciplinary Standards</td>
<td>168</td>
</tr>
<tr>
<td>Division Chairpersons</td>
<td>174</td>
</tr>
<tr>
<td>Early Childhood Education (ECH) Courses</td>
<td>130</td>
</tr>
<tr>
<td>Economics (ECN) Courses</td>
<td>130</td>
</tr>
<tr>
<td>Education (EDU) Courses</td>
<td>130</td>
</tr>
<tr>
<td>Electronics (ELT) Courses</td>
<td>131</td>
</tr>
<tr>
<td>Emissions Control Compliance</td>
<td>150</td>
</tr>
<tr>
<td>English (ENG) Courses</td>
<td>131</td>
</tr>
<tr>
<td>English as a Second Language (ENG) Courses</td>
<td>131</td>
</tr>
<tr>
<td>English Humanities (ENH) Courses</td>
<td>132</td>
</tr>
<tr>
<td>Facilities</td>
<td>9</td>
</tr>
<tr>
<td>Facilities Management (FAC) Courses</td>
<td>133</td>
</tr>
<tr>
<td>Faculty</td>
<td>175</td>
</tr>
<tr>
<td>Faculty Retirees</td>
<td>179</td>
</tr>
<tr>
<td>Fees-Time of Payment</td>
<td>162</td>
</tr>
<tr>
<td>Financial Aid Services</td>
<td>13</td>
</tr>
<tr>
<td>Fiscal Services</td>
<td>14</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>115</td>
</tr>
<tr>
<td>Food Services</td>
<td>14</td>
</tr>
<tr>
<td>French (FRE) Courses</td>
<td>133</td>
</tr>
<tr>
<td>General Business (GBS) Courses</td>
<td>133</td>
</tr>
<tr>
<td>General Education</td>
<td>23</td>
</tr>
<tr>
<td>General Guidelines Regarding AIDS</td>
<td>151</td>
</tr>
<tr>
<td>General Studies Degree Programs</td>
<td>62</td>
</tr>
<tr>
<td>Genesis West</td>
<td>115</td>
</tr>
<tr>
<td>Geography (GCU) Courses</td>
<td>133</td>
</tr>
<tr>
<td>Geology (GLG) Courses</td>
<td>134</td>
</tr>
<tr>
<td>German (GER) Courses</td>
<td>134</td>
</tr>
<tr>
<td>Glossary of College Terms</td>
<td>187</td>
</tr>
<tr>
<td>Goals</td>
<td></td>
</tr>
<tr>
<td>EMCC</td>
<td>6</td>
</tr>
<tr>
<td>MCCCD</td>
<td>5</td>
</tr>
<tr>
<td>Grading</td>
<td>166</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>170</td>
</tr>
<tr>
<td>Health Care Curriculum (HCC) Courses</td>
<td>134</td>
</tr>
<tr>
<td>Health Care Integrated Educational System (HCIES) Program</td>
<td>96</td>
</tr>
<tr>
<td>Health Care Integrated Educational System (HCIES) Credit for Prior Learning</td>
<td>155</td>
</tr>
</tbody>
</table>
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Dual Enrollment</td>
<td>16</td>
</tr>
<tr>
<td>High School Outreach Services</td>
<td>16</td>
</tr>
<tr>
<td>History (HIS) Courses</td>
<td>134</td>
</tr>
<tr>
<td>History and Background</td>
<td>8</td>
</tr>
<tr>
<td>Honorary Groups</td>
<td>18</td>
</tr>
<tr>
<td>Honors Program</td>
<td>116</td>
</tr>
<tr>
<td>Hospitality (HRM) Courses</td>
<td>135</td>
</tr>
<tr>
<td>Hospitality/Hotel Management Degree and Certificate Programs</td>
<td>76</td>
</tr>
<tr>
<td>Humanities (HUM) Courses</td>
<td>136</td>
</tr>
<tr>
<td>ID Cards</td>
<td>12</td>
</tr>
<tr>
<td>Information Commons</td>
<td>19</td>
</tr>
<tr>
<td>Information Resources</td>
<td>20</td>
</tr>
<tr>
<td>Information Resources (LBS) Courses</td>
<td>136</td>
</tr>
<tr>
<td>Inspire. teach</td>
<td>116</td>
</tr>
<tr>
<td>Institutional Advancement</td>
<td>14</td>
</tr>
<tr>
<td>Job Placement</td>
<td>14</td>
</tr>
<tr>
<td>Learning Enhancement Center</td>
<td>21</td>
</tr>
<tr>
<td>Learning for Life</td>
<td>117</td>
</tr>
<tr>
<td>Library</td>
<td>19</td>
</tr>
<tr>
<td>Library Science (LBS) Course</td>
<td>136</td>
</tr>
<tr>
<td>Maintenance</td>
<td>14</td>
</tr>
<tr>
<td>Management and Staff</td>
<td>179</td>
</tr>
<tr>
<td>Management (MGT) Courses</td>
<td>136</td>
</tr>
<tr>
<td>Map</td>
<td>191</td>
</tr>
<tr>
<td>Maricopa Community Colleges Occupational Programs</td>
<td>100</td>
</tr>
<tr>
<td>Marketing (MKT) Courses</td>
<td>136</td>
</tr>
<tr>
<td>Mathematics (MAT) Courses</td>
<td>136</td>
</tr>
<tr>
<td>Medical Assistant Program</td>
<td>98</td>
</tr>
<tr>
<td>MCCD Occupational Programs</td>
<td>100</td>
</tr>
<tr>
<td>MCCD Colleges</td>
<td>5</td>
</tr>
<tr>
<td>MCCD Governing Board</td>
<td>171</td>
</tr>
<tr>
<td>MCCD Policies and Procedures</td>
<td>146</td>
</tr>
<tr>
<td>MCCD Vision, Mission and Strategic Goals</td>
<td>5</td>
</tr>
<tr>
<td>Microsoft Networking Technology Certificate and Degree Programs</td>
<td>78</td>
</tr>
<tr>
<td>Microsoft Solutions Development Certificate and Degree Programs</td>
<td>82</td>
</tr>
<tr>
<td>Microsoft Technology (MST) Courses</td>
<td>138</td>
</tr>
<tr>
<td>Mission and Goals</td>
<td>6</td>
</tr>
<tr>
<td>Music Humanities (MHL) Courses</td>
<td>139</td>
</tr>
<tr>
<td>Music Performance (MUP) Courses</td>
<td>139</td>
</tr>
<tr>
<td>Networking Technology: CISCO</td>
<td>85</td>
</tr>
<tr>
<td>Nutrition (FON) Courses</td>
<td>140</td>
</tr>
<tr>
<td>Office Automation Systems (OAS) Courses</td>
<td>140</td>
</tr>
<tr>
<td>One Stop Enrollment</td>
<td>15</td>
</tr>
<tr>
<td>Oracle Certificate Requirements</td>
<td>88</td>
</tr>
<tr>
<td>Organizational Leadership Certificate and Degree Programs</td>
<td>89</td>
</tr>
<tr>
<td>Outstanding Debts</td>
<td>162</td>
</tr>
<tr>
<td>Parking Stickers</td>
<td>12</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>18</td>
</tr>
<tr>
<td>Philosophy (PHI) Courses</td>
<td>140</td>
</tr>
<tr>
<td>Physical Education (PED) Courses</td>
<td>141</td>
</tr>
<tr>
<td>Physical Science (PHS) Courses</td>
<td>141</td>
</tr>
<tr>
<td>Physics (PHY) Courses</td>
<td>141</td>
</tr>
<tr>
<td>Political Science (POS) Courses</td>
<td>142</td>
</tr>
<tr>
<td>Programming and System Analysis Certificate and Degree Programs</td>
<td>91</td>
</tr>
<tr>
<td>Psychology (PSY) Courses</td>
<td>142</td>
</tr>
<tr>
<td>Public Administration (PAD) Courses</td>
<td>142</td>
</tr>
<tr>
<td>Reading (CRE &amp; RDG) Courses</td>
<td>143</td>
</tr>
<tr>
<td>Reading English as a Second Language (RDG) Courses</td>
<td>143</td>
</tr>
<tr>
<td>Residency Guidelines</td>
<td>156</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>162</td>
</tr>
<tr>
<td>Scholastic Standards</td>
<td>167</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>15</td>
</tr>
<tr>
<td>Service Learning</td>
<td>18</td>
</tr>
<tr>
<td>Service Strategy</td>
<td>1</td>
</tr>
<tr>
<td>Servicemen's Opportunity College</td>
<td>156</td>
</tr>
<tr>
<td>Special Assistance</td>
<td>16</td>
</tr>
<tr>
<td>Specialized Programs</td>
<td>96</td>
</tr>
<tr>
<td>Student Assessment and Course Placement Policy</td>
<td>160</td>
</tr>
<tr>
<td>Student Financial Assistance</td>
<td>158</td>
</tr>
<tr>
<td>Student Insurance/Accident and Health</td>
<td>12</td>
</tr>
<tr>
<td>Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol</td>
<td>151</td>
</tr>
<tr>
<td>Student Right to Know</td>
<td>150</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>3</td>
</tr>
<tr>
<td>Taping of Classroom Lectures</td>
<td>150</td>
</tr>
<tr>
<td>Theatre (THE) Courses</td>
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<td>Theatre Performance/Production (THP) Courses</td>
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<td>Total Quality Management (TQM) Courses</td>
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<td>Total Quality Management Certificate Program</td>
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<tr>
<td>Training and Career Programs</td>
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</tr>
<tr>
<td>Transcripts</td>
<td>153</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>156</td>
</tr>
<tr>
<td>Transfer Information</td>
<td>16</td>
</tr>
<tr>
<td>Transfer Programs</td>
<td>22</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>162</td>
</tr>
<tr>
<td>Values</td>
<td>7</td>
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<tr>
<td>Veterans Services</td>
<td>16</td>
</tr>
<tr>
<td>Vision</td>
<td>7</td>
</tr>
<tr>
<td>Web Developer Certificate Requirements</td>
<td>95</td>
</tr>
<tr>
<td>Withdrawal Procedure</td>
<td>166</td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR

Fall 2001
Registration ........................................... March 19 - August 18
Classes Begin ........................................ August 18
Late Registration .................................... August 20 - August 24
Labor Day ............................................. September 3
Last Day for Withdrawal without Instructor Signature . October 5 (Sat. classes)
Application for December Graduation ................. October 23
Veteran’s Day ........................................ November 12
Thanksgiving Break ................................. November 22-25
Last Day Withdrawal Accepted ...................... November 30
Final Exams .......................................... December 10-13
Mid-Year Recess Begins ......................... December 14

Spring 2002
Registration ........................................ November 19 - January 12
Classes Begin ........................................ January 12
Late Registration ..................................... January 12-18
Martin Luther King, Jr.’s Birthday .................... January 21
Application for May Graduation ..................... February 4
President’s Day ....................................... February 18
Last Day for Withdrawal without Instructor Signature .......... March 1
Spring Break ........................................ March 11-17
Last Day Withdrawal Accepted ....................... April 19
Final Exams .......................................... May 6-9
Commencement ..................................... May 10

Summer 2002
Memorial Day ......................................... May 27
First 5-Week Day and 8-Week Evening Sessions Begin .......... June 3
First 5-Week Day Session Ends ........................ July 3
Independence Day ................................... July 4
Second 5-Week Day Session Begins ..................... July 8
8-Week Evening Session Ends ........................ July 25
Second 5-Week Day Session Ends ..................... August 8