

Spring 2024 IMPORTANT FACULTY DATES & DEADLINES
(16-week semester courses only)

DATE	DESCRIPTION
January 18-19, 2024	Student Success Conference
January 21, 2024	Last Day to Register for Spring 2024 16-week term classes without faculty approval. Waitlists Closes
January 22, 2024	First day of Spring 2024 Semester
PAWS Self Serve & Canvas Access is OPEN January 22, 2024	Opening Day Attendance Roster available online using Canvas OR You can print your own opening day Roster by going to PAWS Self Serve and click on Attendance <i>Sections assigned to STAFF, please check with your Division Administrative Assistant for Opening Day Rosters</i> Maintain Attendance Rosters for a minimum of 2 years after the end of the class for future reference, Maintain records in your department.
January 22, 2024	Add Authorization Available only on PAWS Self-Serve
PAWS Self Serve Access is OPEN January 22, 2024 Drop due dates can be found on your PAWS Self Serve for all the sections you are teaching	Drop Rosters available on PAWS Self Serve under Drop Roster Need help? Here are video instructions and a user guide <i>For those sections assigned to STAFF check with your Division Administrative Assistant for Opening Day and Drop Rosters</i> Sections assigned to STAFF: paper rosters can be submitted to the Admissions and Records Office by the end of your first class meeting at: admissions@hartnell.edu
January 22 - February 3, 2024	Add/Drop Period for full semester courses Using Add Authorization Need help? Here are video instructions and a user guide
<i>Add Period: Week 1</i> January 22 - 26, 2024	Admissions and Records Registration & Financial Aid Hours: Monday - Thursday 8:00 am-6:00 pm Friday 8:00 am – 5:00 pm
<i>Add Period: Week Two</i> January 29 - February 2, 2024	Admissions and Records Registration & Financial Aid Hours: Tuesday – Thursday 8:00 am – 6:00 pm Friday 8:00 am – 5:00 pm
February 2, 2024	Last day to drop a full semester class for a refund
February 2, 2024	Last day to drop a full semester class with No Grade of Record (30% point of the semester) Students dropping beyond the No Grade of Record will receive a Withdrawal (W) grade

February 3, 2024	Last day to add a full semester course using Add Authorization
February 3, 2024 Short Term Course drop due dates can be found on your PAWS Self Serve.	Faculty may drop students with a Withdraw (W) grade from this point forward until April 19, 2024 Need help? Here are video instructions and a user guide Drops may occur at any time, faculty do not have to wait to drop until the deadline. *Last date of attendance must be recorded to ensure compliance with federal financial aid regulations (Title IV funds).
January 22 - February 4, 2024 Short Term Course drop due dates can be found on your PAWS Self Serve	Drop Rosters available on PAWS Self Serve Need help? Here are video instructions and a user guide Sections assigned to STAFF, please check with your Division Administrative Assistant for First Census Drop Rosters Sections assigned to STAFF: paper rosters can be submitted to the Admissions and Records Office at admissions@hartnell.edu *Last Date of Attendance must be recorded to ensure compliance with Federal Financial Aid regulations (Title IV funds).
PAWS Self Serve is OPEN ONLY on February 5, 2024	Census certification Need help? Here are video instructions and a user guide
February 9, 2024	Last day to petition for late registration for full term courses for students attending since the start of the course.
February 9, 2024	Last day to petition to audit a class
February 16 -19, 2024	Holidays - Campus Closed Lincoln's Day & Washington's Day
March 25- 30, 2024	<i>Campus Closed - Spring Break & Cesar Chavez Day</i>
April 19, 2024 Short Term Course drop due dates can be found on your PAWS Self Serve under Drop Rosters.	Last day to drop a full semester course with a "W" Need help? Here are video instructions and a user guide *Last date of attendance must be recorded to ensure compliance with Federal Financial Aid regulations (Title IV funds).
April 19, 2024	<ul style="list-style-type: none"> ● Last date to add open entry/open exit class ● Last day to increase/decrease unit values in variable units courses ● Last day to apply for credit by exam ● Last day to register for Special Project courses

April 19, 2024	Last date to petition for P/NP grading option (16-week courses)
May 17, 2024	Final Grade access is available on PAWS Self Serve Click on Grading Deadline to submit final grades for short courses: Two working days after last class meeting.
May 17, 2024	Last day of instruction Semester ends
May 21, 2024	Final grades due online using PAWS Self Serve Need help? Here are video instructions and a user guide

NOTE: SHORT TERM COURSES please be sure to log into your PAWS Self Serve to see the drop and grading deadlines for each individual section you are teaching.

Excused Withdrawals (EW) are available to students that experience challenges due to the COVID-19 or any other extenuating circumstances throughout the semester and up to a year after the course ends. Any student can petition by submitting an [Excused Withdrawals](#) form and a written statement explaining their situation to admissions@hartnell.edu.