

Moraine Park Technical College 2009-2010 Academic Calendar Day Students

SEMESTER	2009	M	T	W	Th	F	S	TERM
	May					1	2	
		4	5	6	7	8	9	
		11	12	13	14	15	16	
		18	19	20	21	22	23	
		X	26	27	28	29	30	
Summer Semester 6/1/09 8/2/09	June	1	2	3	4	X	6	
		8	9	10	11	X	13	
		15	16	17	18	X	20	
		22	23	24	25	X	27	
		29	30					
	July			1	X	X	X	
		6	7	8	9	X	11	
		13	14	15	16	X	18	
		20	21	22	23	X	25	
		27	28	29	30	X		
July/August Book Buyback July 29-30 and August 3-4, 2009	Aug.						1	
		3	4	5	6	X	8	
		10	11	12	13	X	15	
		17	18	(19)	(20)	(X)	22	Term 1 8/24/09
		24	25	26	27	28	29	
Fall Semester 8/24/09		31						
	Sept.		1	2	3	4	5	
		X	8	9	10	11	12	8/24/09
		14	15	16	17	18	19	
		21	22	23	24	25	26	10/19/09
		28	29	30				
	Oct.				1	2	3	
		5	6	7	8	9	10	
		12	13	14	15	16	17	
		19	20	21	22	23	24	
		26	27	28	29	30	31	
								Term 2* 10/20/09
Spring Semester 11/4 to 11/6/09 11/11 to 11/12/09 12/1/09		2	3	4	5	6	7	
		9	10	11	12	13	14	
		16	17	18	19	20	21	12/21/09
		23	24	(X)	(X)	(X)	(X)	
		30						
	Dec.		1	2	3	4	5	December 22 – In-Service Grading Day
		7	8	9	10	11	12	
		14	15	16	17	18	19	
		21	(X)	23	(X)	(X)	(X)	
		X	X	X	X			
1/25/10								
	2010							
	Jan.					X	2	
		(G)	5	6	7	8	9	
		11	12	13	14	15	16	
		18	19	(20)	(21)	(X)	23	Term 3 1/25/10
		25	26	27	28	29	30	
	Feb.	1	2	3	4	5	6	
		8	9	10	11	12	13	
		15	16	17	18	19	20	3/20/10
		22	23	24	25	26	27	
	March	1	2	3	4	5	6	
		8	9	10	11	12	13	
		15	16	17	18	19	20	
		(22)	(23)	(24)	(25)	(26)	(27)	
		29	30	31				
	April				1	X	X	
		5	6	7	8	9	10	Term 4 3/29/10
		12	13	14	15	16	17	
		19	20	21	22	23	24	
		26	27	28	29	30		5/24/10
	May						1	
		3	4	5	6	7	8	
		10	11	12	13	14	15	
		17	18	19	20	21	**22	May 25 – In-Service Grading Day
		24	(X)	26	27	28	29	
		X						End of 2009-2010 Academic Year

Key: *Students can continually register after scheduled time begins
 Semester (16 weeks) and Term (8 weeks) dates referenced above reflect commonly scheduled courses. Other courses can be offered at other scheduled times during the year.

- Instructional In-Service Days - No Classes
- X No Instruction
- Registration for Next Term/Semester
- ** Graduation Ceremony May 22, 2010
- ⊗ In-Service; Grading Day

- Spring Break - No Classes
- ⊗ Moraine Park Closed
- ⊗ In-Service, Prep Day
- ⊗ Semester Grades Due

Payment of Fees

All fees are payable at the time of registration or another designated date. Registration is not complete nor are students permitted to attend classes until all fees are paid.

Grades

Student Grade Reports are printed every other Wednesday of each month, please allow time for mailing.

Refund-Withdrawal Policy

Students withdrawing from classes must complete an Add/Drop Request Form through the Registration office. Students withdrawing from the institution should notify admissions.

Amount of Refund All Courses

- 100% Refund:
 - If the District cancels a course, 100% of student fees will be refunded.
 - If a student applies for a refund before the first class meeting, 100% of student fees will be refunded.
- 80% Refund:
 - If a student applies for a refund before or at the time 10% of the course's potential hours of instruction have been completed, 80 percent of student fees will be refunded.
- 60% Refund:
 - If a student applies for a refund after 10% but before more than 20% of the course's potential hours of instruction have been completed, 60% of student fees will be refunded.
- 0% Refund:
 - If a student applies for a refund after 20% of the course's potential hours of instruction have been completed, 0% of student fees will be refunded.

A student may transfer 100% of fees from a dropped course to a new course prior to completion of 5% of the instructional hours, as long as the add/drop transaction is completed at the same time.

Deadline to Withdraw From Classes

Depending on the length (duration) of a course, the last date to withdraw occurs prior to 80% of the instructional hours being complete. A refund may or may not apply dependent on time of withdrawal. After the 80% time span, a student may not withdraw and an NC grade is awarded. Students are responsible for course enrollment additions, withdrawals and all fee payments.

Refunds

Refund checks are issued from the District Business Office in approximately 21 days, dependent on the date the withdrawal is processed. If fees are paid by credit card, fees will be credited to the same credit card. All other refunds are paid by check. Checks will be mailed to the student's address on file with registration. Due to administrative costs, credit balances of less than \$4 will not be refunded until the end of the current term.

Money is not refunded if a student has an outstanding debt owed to the district. The amount to be refunded is applied to the student's debt.

Student refunds are processed on Mondays during summer hours and Tuesdays during the academic year. Financial Aid refunds are processed on Wednesdays during summer hours and Thursdays during the academic year.

Federal Return of Title IV Funds Policy: The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. This policy applies to all students who withdraw, drop out, are expelled or otherwise fail to complete the period of enrollment for which they were charged and who receive financial aid from Title IV funds.

Events and fee payment are subject to change without notice.

Semester Designations

Academic Semester	Start Date	End Date
Summer	June 1, 2009	August 2, 2009
Summer 3-week session	June 1, 2009	June 18, 2009
Summer 8-week session	June 22, 2009	August 13, 2009
Summer 11-week session	June 1, 2009	August 13, 2009
Semester (contract)	August 24, 2009	December 21, 2009
Term 1	August 24, 2009	October 19, 2009
Term 2	October 20, 2009	December 21, 2009
Winterim	January 4, 2010	January 15, 2010
Semester (contract)	January 25, 2010	May 24, 2010
Term 3	January 25, 2010	March 20, 2010
Term 4	March 29, 2010	May 24, 2010

Semester	Start Date	End Date
Summer Semester	June 1, 2009	August 2, 2009
Fall Semester	August 3, 2009	December 31, 2009
Spring Semester	January 1, 2010	May 31, 2010

Any courses that start during the dates noted above belong to the semester designated.