**Fall 2015 Holiday Course Information: Please read carefully and keep for future reference**

1. Enrollment assignment/Census date!!!! Complete the enrollment assignment on or before December 10. Failure to complete the enrollment assignment on or before the census date (December 10) results in a grade of NS and no refund will be issued.
2. If you have not changed your password within the last month, please do so this week to ensure you do not run into password issues during the holiday break. Also make sure you can log into Moodle and can access your student email. (See item #8 for technical assistance information.)
3. The last day to add a Holiday course is December 8.
4. Students can drop through December 10th. (Drops prior to Dec 8 are subject to a 100% refund. Drops on December 8, 9, & 10 may be eligible for partial refunds only).
5. Grades of “W” will be issued starting December 11th. The last day to withdraw with a grade of “W” is December 24. If you need to withdraw, send an email from your Brunswick CC student email account to (1) bccregistrar@brunswickcc.edu, (2) your instructor, and (3) harrisona@brunswickcc.edu on or before December 24. Please state which course from which you would like to withdraw and the reason for the withdrawal.
6. Important dates:
   * Dec 7 – last day to drop with a full refund
   * Dec 8 - First day of class – last day to add a holiday course – drop period (may be eligible for partial refund)
   * Dec 9 – Drop period (may be eligible for possible partial refund)
   * Dec 10 – Census date and last day to drop (may be eligible for partial refund)
   * Dec 11 - Begin grade of “W” if course is dropped/withdrawn (read #5 above for directions)
   * Dec 24 – Last day to withdraw with a grade of “W” (read #5 above for directions)
   * Jan 6 – Last day of class
7. Student Services and Distance Learning offices will be open until December 18 and will reopen on January 4.
8. Technical assistance will be available throughout the holidays with the exception of the following dates: December 24, 25, 26, and January 1. If you experience problems, please send an email to [BRUNSDL@BRUNSWICKCC.EDU](mailto:BRUNSDL@BRUNSWICKCC.EDU) to notify us of the problem. Include a phone number and a good time to reach you.
   * If you experience a problem on the exception dates listed above, the problem will be addressed on December 27 or January 2 respectively. Please plan ahead!