**Fall 2016 Holiday Course Information: Please read carefully and keep for future reference**

1. 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. If your password expires, please see item #9 for technical assistance information.
2. The last day to add a Holiday course was December 7.
3. Grades of “W” will be issued starting December 13th. The last day to withdraw with a grade of “W” is December 23rd. 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 23rd. Please include your name, the course from which you would like to withdraw and the reason for the withdrawal.
4. Important dates for Holiday courses:
   * Dec 6 – last day to drop with a full refund
   * Dec 7 - First day of class and last day to add a holiday course
   * Dec 7-9– Drop period (may be eligible for possible partial refund)
   * Dec 12 – Census date and last day to drop without a grade of W
   * Dec 13 - Begin grade of “W” if course is dropped/withdrawn (read #3 above for directions)
   * Dec 23 – Last day to withdraw with a grade of “W” (read #3 above for directions)
   * Jan 4, 2017 – Last day of class
5. Student Services and Distance Learning offices will be open until December 20 and will reopen on January 3.
6. Technical assistance will be available throughout the holidays with the exception of the following dates: December 24, 25, 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!