**Fall 2018 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 #7 for technical assistance information. The password reset site is <https://password-reset.brunswickcc.edu/PasswordReset>
2. The last day to ‘add’ a Holiday course is December 6.
3. Enrollment assignments must be submitted by the census date to be considered enrolled in the class.
4. Grades of “W” will be issued starting December 11th. The last day to withdraw with a grade of “W” is December 26th. If you need to withdraw, send an email from your Brunswick CC student email account to (1) dyec@brunswickcc.edu, (2) your instructor, and (3) harrisona@brunswickcc.edu on or before December 26th. Please include your name, student ID, the course from which you would like to withdraw, and the reason for the withdrawal. Don’t forget to send this email to all three recipients.
5. Important dates for Holiday courses:
	* Dec 5 – last day to drop with a full refund
	* Dec 6 - First day of class and last day to add a holiday course
	* Dec 6-10– Drop period (may be eligible for possible partial refund)
	* Dec 10 – Census date and last day to drop without a grade of W
	* Dec 11 - Begin grade of “W” if course is dropped/withdrawn (read #3 above for directions)
	* Dec 26 – Last day to withdraw with a grade of “W” (read #3 above for directions)
	* Jan 2, 2019 – Last day of class
6. Student Services and Distance Learning offices will be open until December 21 and will reopen on January 2.
7. Library assistance is available from the BCC Library through December 21 during normal business hours (Monday-Friday). Additional assistance is available via the Library Portal website (<http://brunswickcc.libguides.com/home>). 24-hour library assistance is available via our chat service – the teal chat now button which is on the Library Portal’s main page.
8. Technical assistance will be available throughout the holidays from the BCC Distance Learning team 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 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!