

**In-Service Agenda**  
**Wednesday, January 8, 2025 at 9:30 am**

**1. Academic Calendar**

- Faculty/Staff In-Service on Friday, February 21, 2025
- AR County Graduation – Thursday, May 15 at 7:00 pm
- Phillips County Graduation – Friday, May 16 at 7:00 pm

**2. Registration – Thursday, January 9 from 8:00 am – 6:00 pm on all campuses**

- Breakfast / Lunch provided
- Helena Campus: Location in A110
- DeWitt and Stuttgart Campuses: Location in regular office areas

**3. Enrollment Updates – Spring 2025**

**4. Workday Updates**

- Text Messaging – instructions for opting in to receive text messages
- First Day of Class Recommendations:
  - ✓ Have students log into Workday Account
  - ✓ Ask students to verify contact information and edit as needed
  - ✓ Show students how to Opt-In for Text Messaging and explain benefits

**5. Faculty Updates**

- Syllabus and Office Schedule – Spring 2025
  - ✓ Due to Division Dean by Friday, January 31 then submit to Linda Miller by Friday, February 14.
- Course No Show and Roster Verification – due by Tuesday, January 29
- Interim and Final Grades
- Dropping a Course vs Withdrawing

**6. Watermark – new software for Faculty Portfolios, Student Evaluations, and Assessment**

**7. Assessment and Higher Learning Commission**

**8. Advising**

- **Graduation Applications for May 2024** – deadline is Friday, March 21; start sending applications as soon as they are ready to Linda Miller
- **Program of Study** - all AA and AAS degree programs are listed in Workday
- **Financial Aid** – guidelines for registering students for courses in approved programs of study.

**Spring Semester 2025**

January 3 (F)	Offices open
<b>January 8 (W)</b>	<b>Reporting day for faculty (8:00 am); Faculty/Staff In-Service</b>
January 9 (TH)	Registration (8:00 am - 6:00 pm) <b>(Last Day for Online Course Registration)</b>
<b>January 13 (M)</b>	<b>Day &amp; evening classes begin, Online &amp; Fast Track 1 Classes begin</b>
January 21 (T)	Last day for 100% refund
January 20 (M)	Martin Luther King Holiday (no classes, offices closed)
January 29 (M)	Last day to complete application file for current semester/Last day for 50% refund
February 21 (F)	Faculty/Staff In-Service (no day classes but extended day and evening classes meet)
<b>March 6 &amp; 10 (TH &amp; M)</b>	<b>Online Midterm Proctored Exams &amp; Fast Track 1 Final Exam</b>
<b>March 11 (T)</b>	<b>Midterm advisory grades due, Online Midterm grades due (4:00 pm) &amp; Fast Track 1 Ends</b>
<b>March 12 (W)</b>	<b>Fast Track 2 begins</b>
March 24-28 (M-F)	Spring Break
March 28 (F)	Spring Break Friday (no classes, offices closed)
March 31 (M)	Classes resume (8:00 am)
April 3 (TH)	Last day to drop and receive a "W"
April 3 (TH)	Summer & Fall registration begins
April 24 (TH)	Last day to receive an "EW"
May 1 (TH)	Last day for classes
May 2 (F)	Study Day (Faculty will be available in their offices from 8:30 am to noon)
May 5 & 6 (M & T)	<b>Online &amp; Fast Track 2 Final Proctored Exams</b>
May 5-8 (M,T,W,TH)	Day and evening exams begin
May 8 (TH)	<b>End of Term (additional work must be completed, Independent Study and Incomplete forms must be on file) by the end of the day</b>
May 12 (M)	Final grades due (12:00 noon)
May 15 (TH)	Graduation Arkansas County at Grand Prairie Center (7:00 pm)
May 16 (F)	Graduation Phillips Cty. at the Hendrix Fine Arts Ctr.in Lily Peter Audit. (7:00 pm)
May 26 (M)	Memorial Day Holiday (offices closed)

**SUMMER TERMS 2025**

**Summer I 2025**

<b>May 28 (W)</b>	<b>Last Day to Register for Online Courses</b>
May 28 (W)	Summer I Begins & Online Classes Begin
May 29 (TH)	Last day for 100% refund
June 19 (TH)	Juneteenth-College Celebration (College open)
June 23 (M)	Last day to drop and receive a "W"
July 1 (T)	Last day to receive an "EW"
<b>July 3 (TH)</b>	<b>Last Day of Classes for Summer I Face to Face-Summer Classes End</b>
July 4 (F)	July 4 <sup>th</sup> - Holiday (no classes scheduled for Fridays)
July 7 (M)	Summer I Face to Face Class Grades Due by 4:30 p.m.-Online courses continue

**Summer I Extended and Online 2025**

May 28 (W)	Summer I Extended begins
May 29 (TH)	Last day for 100% refund
June 19 (TH)	Juneteenth -College Celebration (College open)
June 23 (M)	Last day to drop and receive a "W"
July 4 (F)	July 4th Holiday (no classes scheduled for Fridays)
July 7 (M)	Last day to receive an "EW"
July 17 & 20 (TH & M)	Online Proctored Exams
July 22 (T)	Summer I Extended and Online ends (Final grades due by 4:30 p.m.)

# ADMISSION AND RECORDS

## SPRING 2025

### DATES TO REMEMBER

Any Program of Study Change Date 1-13-25

End of Registration 1-16-25

No Show Date and Roster Verification 1-29-25

Pell Recalculation 1-30-25

Graduation Application 3-14-25

Final Grade Start Date 5-8-25

Final Grades End Date 5-12-25

### CONTACT INFORMATION

No Shows Melanie Hudson at [mhudson@pccua.edu](mailto:mhudson@pccua.edu)

W's and EW's Tyeshia Williams at [twilliams@pccua.edu](mailto:twilliams@pccua.edu)

Transcript Requests Theresa Wilborn at [twilborn@pccua.edu](mailto:twilborn@pccua.edu)

Returning Student Issues Duante Rose at [drose@pccua.edu](mailto:drose@pccua.edu)

Transfer Credit Issues Demetric Johnson at [djohnson@pccua.edu](mailto:djohnson@pccua.edu)

New Student Issues Laci Johnson at [ljohnson@pccua.edu](mailto:ljohnson@pccua.edu)

Student placement testing: Andrea Sellers (H) [asellers@pccua.edu](mailto:asellers@pccua.edu)

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## Opt-In to Text Messaging

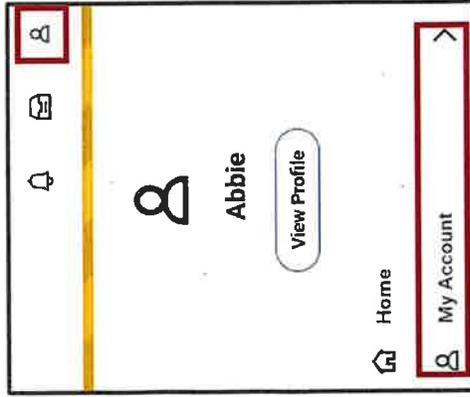
This quick reference guide (QRG) provides instructions on how to opt-in to text messaging in Workday. These text messages do not take the place of any safety alert system and are meant to provide information and support from your institutional support network!

To opt-in to text messaging, complete the following steps.

### OPT-IN FROM MY ACCOUNT

From the Workday Home page:

1. Click the **Profile** icon in the top right-hand corner of the screen.
2. Select **My Account** from the dropdown list.



Note: Depending on your institution this might be your Student ID Photo instead of the default icon.

3. Select **Change Preferences**.
4. Scroll down and select **SMS** on the left-hand side of the screen.

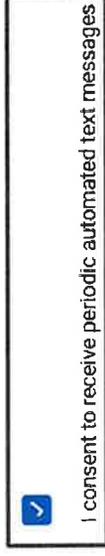


5. Confirm the **Contact Method for Supported Countries** is the correct contact number.



Note: Clicking the **X** beside the contact will allow you to select a new number from the dropdown list. If you need to add a new phone number, please access the [Student Self-Service: Change My Contact Information](#) QRG for support.

6. Check the **I consent** box.
7. Click **OK**.
8. Respond **YES** to the automated message sent to the selected contact number.



## Verify Participation for My Course Section

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This quick reference guide (QRG) provides instructions on how to verify course section participation in Workday.

To verify participation for your course sections, complete the following steps.

### VERIFY PARTICIPATION FOR MY COURSE SECTION

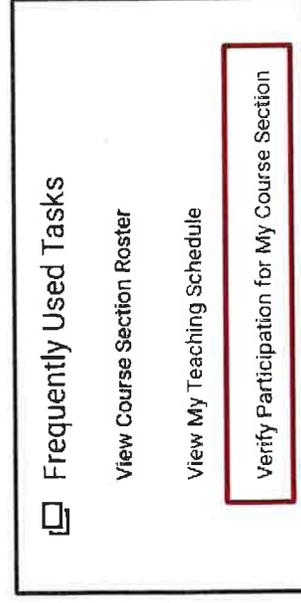
1. Click the **Global Navigation Menu** in the top left-hand corner of the page.
2. Select **Faculty Teaching & Advising**.



3. Select the **Faculty Instructor** tab.



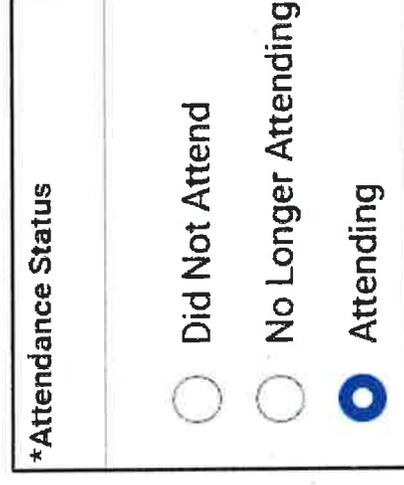
4. Under **Frequently Used Tasks** select **Verify Participation for My Course Section**.



5. Click into the **Published Course Section** field and select the appropriate **Academic Period** from the dropdown list.
6. Select the appropriate **Course** from the dropdown list.



7. Click **OK**.
8. Select the appropriate **Attendance Status** for each student. Workday defaults each student's attendance status to **Attending** unless otherwise changed.



Note: If **No Longer Attending** is selected enter the student's **Last Date of Attendance**.

9. Click **OK**.
10. Click **Done**.