

2014-2017 ACADEMIC CALENDAR

At H. Lavity Stoutt Community College, we have introduced a three -year academic calendar to aid with your academic planning. The academic calendar outlines the dates for spring semesters, summer terms and fall semesters 2014 to 2017. We hope that with the three-year academic calendar, you are now in a better position to plan ahead and achieve your goals. The College's two-year academic calendar is subject to change. In the event that changes are made, the latest, most up-to-date version will be posted on the College's main website and the Registry and Enrolment Management website. In addition, a revised hard copy version will be available at the Registry.

Registry Motto:

ICE-Integrity of Data, Confidentiality, Efficiency

FALL SEMESTER 2016

EVENT	DATE
Festival Holidays (Public Holidays)*	Aug 1-3
Faculty & Staff Return to Office	Aug 4
New Student Orientation	Aug 9
New Student Registration	Aug 10
Registration for Returning Students	Aug 11-12
Late Registration Begins (Late Fee Applied)	Aug 15
Classes Begin	Aug 17
Last Day to Add Classes	Aug 23
Census Day	Aug 29
Last Day for Regular Withdrawal	Sep 13
General Assembly, Paraquita Bay	Sep 20
General Assembly, Virgin Gorda	Sep 21
Spring Appl. for Admission Deadline Int'l Students	Sep 30
HLSCC on the Road	Sep 29--30
Mid-Term Grades Due	Oct 13
Mid-Term Break	Oct 14
Last Day for Late Withdrawal	Oct 18
St. Ursula's Day (Public Holiday)*	Oct 21*
Student Evaluation of Faculty	Oct 12-20
Pre-Registration Spring 2017	Nov 7-18
Graduation Application Deadline	Nov 25
Revision for Final Exams (Study Days)	Nov 30-Dec 1
Spring 2017 Application Deadline (Local Residents)	Dec 2
Final Exams	Dec 2-9
Final Grades Due	Dec 16
Christmas Day*	Dec 26
Boxing Day*	Dec 27
Christmas Recess (Offices Closed)	Dec 28-31
*Dates to be confirmed	

QUICK FACTS

- The College has a Class attendance policy.
- Student information update must be done regularly at the Registry.
- There is a Refund Policy on Tuition and Student Fees.
- Students must add or drop classes by the specified deadlines.
- Students will not be allowed to register with outstanding balances.
- Students must meet with their Advisor before registering for a class.
- Graduation applications must be received by the specified deadline. Late applicants pay a late fee.
- The Student Success Centre offers a variety of services, including:
 - Tutoring and Study Skills
 - Student Advising
 - Transfer Counseling
 - Career Planning
- HLSCC, under the international honour society Phi Theta Kappa (PTK), has a chapter known as Beta Omicron Sigma.
- Members of PTK can apply for transfer scholarships.

REGISTRY STAFF

Florence L. Phillips

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Clerical Officer
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852-7246



LuVerne Baptiste, Ed.D.

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Vanessa Rymer

Executive Assistant
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SPRING SEMESTER 2017

EVENT	DATE
Faculty & Staff Return to Office	Jan 3
New Student Orientation	Jan 10
New Student Registration	Jan 11
Registration for Returning Students	Jan 12-13
Late Registration Begins (Late Fee Applied)	Jan 16
Classes Begin	Jan 18
Last Day to Add Classes	Jan 24
Census Day	Jan 30
Last Day for Regular Withdrawal	Feb 14
General Assembly, Paraquita Bay	Feb 21
General Assembly, Virgin Gorda	Feb 22
H. L. Stoutt Memorial Holiday*	Mar 6
Commonwealth Day (Public Holiday)*	Mar 13
Spring Break	Mar 14-17
Mid-term Grades Due	Mar 20
Student Evaluation of Faculty	Mar 27-31
Last Day for Late Withdrawal	Apr 4
Good Friday (Public Holiday)*	Apr 14
Easter Monday (Public Holiday)*	Apr 17
Pre-Registration Summer 2017/Fall 2017	Apr 3-14
Revision for Final Exams (Study Days)	May 10-11
Final Exams	May 12-19
Final Grades Due	May 26
Whit Monday (Public Holiday)*	Jun 5
Graduation	June 8
Fall Application for Admission Deadline (Int'l)	Jun 30
*Dates to be confirmed	

H. Lavity Stoutt Community College

ACADEMIC CALENDAR



FALL SEMESTER

SPRING SEMESTER

SUMMER TERM

2014 – 2017

Registry and Enrolment Management
Office

H. Lavity Stoutt Community College

P.O. Box 3097

Road Town, Tortola, VG1110

British Virgin Islands

Telephone: 284-852-7000

Facsimile: 284-852-7249

Website: <http://www.hlsc.edu.vg/registry/>

H. Lavity Stoutt Community College
Academic Calendar

FALL SEMESTER 2014

EVENT	DATE
Festival Holidays (Public Holidays)	Aug 4-6
Faculty & Staff Return to Office	Aug 7
New Student Orientation	Aug 12
New Student Registration	Aug 13
Registration for Returning Students	Aug 14-15
Late Registration Begins	Aug 18
Classes Begin	Aug 20
Last Day to Add Classes	Aug 26
Census Day	Sep 1
Last Day for Regular Withdrawal.	Sep 23
General Assembly, Paraquita Bay	Sep 30
General Assembly, Virgin Gorda	Oct 1
Spring Application Deadline International Students	Oct 1
Mid-Term Grades Due	Oct 3
HLSCC on the Road	Oct 2-3
Mid-Term Break	Oct 10
St. Ursula's Day (Public Holiday)	Oct 20*
Student Evaluation of Faculty	Oct 20-23
Last Day for Late Withdrawal	Oct 28
Spring Application Deadline International Students	Oct 1
Pre-Registration Spring 2015	Nov 3-14
Graduation Application Deadline	Nov 24
Revision for Final Exams (Study Days)	Dec 3-4
Final Exams	Dec 5-12
Spring Application Deadline Regular Students	Dec 5
Final Grades Due	Dec 19
Christmas Day	Dec 25
Boxing Day	Dec 26
Christmas Recess (Offices Closed)	Dec 29-31
*Dates to be confirmed	

H. Lavity Stoutt Community College
Academic Calendar

SPRING SEMESTER 2015

EVENT	DATE
Faculty & Staff Return to Office	Jan 2
New Student Orientation	Jan 6
New Student Registration	Jan 7
Registration for Returning Students	Jan 8-9
Late Registration Begins (Late Fee Applied)	Jan 12
Classes Begin	Jan 14
Last Day to Add Classes	Jan 20
Census Day	Jan 26
Last Day for Regular Withdrawal	Feb 10
General Assembly, Paraquita Bay	Feb 17
General Assembly, Virgin Gorda	Feb 18
H. L. Stoutt Memorial Holiday*	Mar 2
Commonwealth Day (Public Holiday)*	Mar 9
Spring Break	Mar 10-13
Mid-term Grades Due	Mar 20
Student Evaluation of Faculty	Mar 23-27
Last Day for Late Withdrawal	Mar 24
Good Friday (Public Holiday)*	Apr 3
Easter Monday (Public Holiday)*	Apr 6
Pre-Registration Summer 2015/Fall 2015	Apr 7-17
Revision for Final Exams (Study Days)	May 6-7
Final Exams	May 8-15
Final Grades Due	May 22
Whit Monday (Public Holiday)*	May 25
Fall Application for Admission Deadline (Int'l)	April 30
Graduation	June 11
*Dates to be confirmed	

H. Lavity Stoutt Community College
Academic Calendar

FALL SEMESTER 2015

EVENT	DATE
Festival Holidays (Public Holidays)*	Aug 3-5
Faculty & Staff Return to Office	Aug 6
New Student Orientation	Aug 11
New Student Registration	Aug 12
Registration for Returning Students	Aug 13-14
Late Registration Begins (Late Fee Applied)	Aug 17
Classes Begin	Aug 19
Last Day to Add Classes	Aug 25
Census Day	Aug 31
Last Day for Regular Withdrawal	Sep 22
General Assembly, Paraquita Bay	Sep 29
General Assembly, Virgin Gorda	Sep 30
Spring Appl. for Admission Deadline Int'l Students	Sep 30
HLSCC on the Road	Oct 1-2
Mid-Term Grades Due	Oct 2
Mid-Term Break	Oct 16
Last Day for Late Withdrawal	Oct 27
St. Ursula's Day (Public Holiday)*	Oct 19*
Student Evaluation of Faculty	Oct 26-29
Pre-Registration Spring 2016	Nov 9-20
Graduation Application Deadline	Nov 30
Revision for Final Exams (Study Days)	Dec 2-3
Spring 2016 Application Deadline (Local Residents)	Dec 4
Final Exams	Dec 4-11
Final Grades Due	Dec 18
Christmas Day*	Dec 25
Boxing Day*	Dec 26
Christmas Recess (Offices Closed)	Dec 28-31
*Dates to be confirmed	

H. Lavity Stoutt Community College
Academic Calendar

SPRING SEMESTER 2016

EVENT	DATE
Faculty & Staff Return to Office	Jan 4
New Student Orientation	Jan 5
New Student Registration	Jan 6
Registration for Returning Students	Jan 7-8
Late Registration Begins (Late Fee Applied)	Jan 11
Classes Begin	Jan 11
Last Day to Add Classes	Jan 15
Census Day	Jan 25
Payment deadline regular and late registration	Feb 1
DROP DATE for nonpayment SPRING 2016 classes	Feb 2
Last Day for Regular Withdrawal	Feb 9
Late submission deadline graduation applications	Feb 12
General Assembly, Paraquita Bay	Feb 16
General Assembly, Virgin Gorda	Feb 17
H. L. Stoutt Memorial Holiday*	Mar 7
Mid-term Grades Due	Mar 11
Commonwealth Day (Public Holiday)*	Mar 14
Spring Break	Mar 15-18
Last Day for Late Withdrawal	Mar 22
Good Friday (Public Holiday)*	Mar 25
Easter Monday (Public Holiday)*	Mar 28
Student Evaluation of Faculty	Mar 29-31
PLACEMENT TESTS	Mar 29-31
Pre-Registration Summer 2016/Fall 2016	Apr 4-15
Fall Application for Admission Deadline (Int'l)	April 30
Revision for Final Exams (Study Days)	May 5
Final Exams	May 6-17
Whit Monday (Public Holiday)*	May 16
Final Grades Due	May 20
Graduation	June 9
*Dates to be confirmed	

NOTE:

This academic calendar is subject to periodic review and revision. Please check with the Registry or the College's website to determine if changes have been made.

REFUND POLICY

When a student withdraws from a course, only a portion of the tuition is refunded. Student fees are **non-refundable**.

The schedule of refunds is as follows:

FALL AND SPRING SEMESTER

- 1st Week 90% refund
- 2nd Week 75% refund
- 3rd Week 50% refund
- 4th Week 25% refund
- After 4th Week **NO REFUND**

SUMMER TERM

- 2nd day 90% refund
- 3rd day 75% refund
- 4th day 50% refund
- 5th day 25% refund
- After 5th day **NO REFUND**

SUMMER TERM 2015

EVENT	DATE
Classes Begin	Jun 1
Last Day to Add Summer Classes	Jun 3
Last Day for Regular Withdrawal of Summer Classes	Jun 11
Sovereign's Birthday (Public Holiday)	Jun 13*
Last Day for Late Withdrawal of Summer Classes	Jun 26
Fall Application for Admission Deadline (Regular)	Jul 2
Territory Day (Public Holiday)	Jul 3*
Final Exams—Summer	Jul 13-14
Final Grades Due—Summer	Jul 21
* Dates to be confirmed	

PAYMENT OF TUITION AND FEES

Tuition and fees are separate charges, both of which are payable at the time of registration. Any student who has pre-registered and has not paid the tuition and fees by the first day of regular registration will be withdrawn from the classes. Any student who registers during the regular period must pay the tuition and fees at the time of registration. Failure to do so will void the registration. Students with outstanding tuition balances and financial concerns can contact the Fiscal Services Department prior to the first day of registration.

Student Registration Fees are non-refundable.

SUMMER TERM 2016

EVENT	DATE
Classes Begin	Jun 6
Last Day to Add Summer Classes	Jun 8
Last Day for Regular Withdrawal of Summer Classes	Jun 10
Sovereign's Birthday (Public Holiday)	Jun 11*
Last Day for Late Withdrawal of Summer Classes	Jun 20
Fall Application for Admission Deadline (Regular)	Jun 30
Territory Day (Public Holiday)	Jul 1*
Final Exams—Summer	Jul 11-12
Final Grades Due—Summer	Jul 18
* Dates to be confirmed	