

# DELGADO HVAC PROGRAM FREQUENTLY ASKED QUESTIONS AND INFO

5/2018

(Note: some information here, being time sensitive, is subject to many changes)

## 1. NEW STUDENTS:

I have included a handful of items below, please read through it before contacting HVAC instructors for assistance. There is not enough time for us to read all of this to each student individually, and instructors do NOT have access permission to register students.

The full HVAC **two-year** TD program is currently only taught at the Jefferson campus. This is near Airline Hwy and Transcontinental Blvd. Courses of the first year of this, or the whole **one year** CTS program, can **ALSO** be taken at the Sid Collier campus on Louisa St. in New Orleans. The program includes the required training and test for the EPA 608 license and NCCER module core and ESCO student certifications (3). You also have access to obtain the 410a certification and NATE certification.

All of the HVAC program is available at night if desired. There are some first-year courses taught during the day. About half of your HVAC program time will be spent doing hands on work in our shops. You are not to buy or bring tools. This department also has a set of policies additional to Delgado's, which you will be given a copy of to follow.

## 2. PROGRAM

Below is the "two year" Diploma program. Like any other college, this can actually take more or less than two years, depending on your individual pace. There is also a "one year" Certificate program, requiring completion only of the courses listed in **the first two "semesters"** of the Diploma program listed below. The actual order you follow **does not have to match** this listing, it is just ordered for easy viewing.

# HVAC CURRICULUM 2013

## TECHNICAL DIPLOMA - MASTER HVAC/R TECHNICIAN

The mission of every HVAC/R (Heating, Ventilation, Air-Conditioning and Refrigeration) program graduate and certificate holder, should be employment in a company that is continually growing and expanding, that will send them to schools and seminars to ke

The Master HVAC/R Technician program will provide the majority of intensive training needed for the skills needed for any type or branding of HVAC/R equipment. Residential, Commercial, and Institutional clients will present a profitable trade for gainfull

	Credit Hours			Contact Hours
	Total	Lecture	Lab	Total
<b>FIRST SEMESTER</b>				
TECH 101 NCCER Technical Core Studies	3	3	3	90
ADOT 105 Survey of Computer Applications - OR - CMIN 201 Computer and Internet Literacy	3	3	0	45
HACR 121 Electrical Fundamentals	3	3	1	60
HESC 102 First Aid	3	3	0	45
HACR 115 Building Code and Licensing	3	3	0	45
	<b>15</b>	<b>15</b>	<b>4</b>	<b>285</b>
<b>SECOND SEMESTER</b>				
HACR 116 Tubing Fabrication and Fitting	3	2	2	60
HACR 117 Principles of Refrigeration	4	3	2	75
HACR 153 Residential System Design	4	4	1	75
HACR 222 Electrical Components and Motors	4	3	2	75
	<b>15</b>	<b>12</b>	<b>7</b>	<b>285</b>
<b>THIRD SEMESTER</b>				
HACR 281 Introduction to Commercial Air Conditioning	3	2	2	60
HACR 291 Introduction to Commercial Refrigeration	3	2	2	60
HACR 251 Theory of Residential Air Conditioning	3	3	0	45
HACR 252 Residential Air Conditioning: Theory and Practice	3	2	3	75
	<b>12</b>	<b>9</b>	<b>7</b>	<b>240</b>
<b>FOURTH SEMESTER</b>				
HACR 157 Building Science for HVAC	2	2	0	30
HACR 158 Building Engineer Hydronics	4	4	1	75
HACR 254 Residential Gas Heating	3	2	2	60
HACR 256 Residential Heat Pumps	3	2	2	60
ACCT 111 Fundamentals of Accounting - OR - BUSG 115 Starting a New Business	3	3	0	45
	<b>15</b>	<b>13</b>	<b>5</b>	<b>270</b>
<b>TOTAL</b>	<b>57</b>	<b>49</b>	<b>23</b>	<b>1080</b>

### 3. CONTACTS AND ADVISING

Division advisor is **Monecia Moody** [mmoody@dcc.edu](mailto:mmoody@dcc.edu) for general information.

## **Technical Academic Advisor**

**Programs** (*Carpentry, Electrical Technology, HVAC/R, Industrial Maintenance, Precision Machining, Welding*)

### **Office Hours and Campus Locations:**

**Monday/Thursday/ Friday-** 8:00 – 12:00 and 1:30- 4:30

Jefferson Site- Building A Room 19- A

5200 Blair Drive, Metairie, LA 70001

**Tuesday/ Wednesday-** 8:00 – 12:00 and 1:30 – 4:30

Sidney Collier- Building 3 Room 3-115E

### **Contact Info:**

Jefferson Site/ 504-671-6792

Sidney Collier/ 504-941-8560

**Email: [mmoody@dcc.edu](mailto:mmoody@dcc.edu)**

HVAC Department contact info is:

Prof. Kenny Ripberger, 504-671-6727, [kripbe@dcc.edu](mailto:kripbe@dcc.edu), 5200 Blair Drive, Metairie, LA 70001, Bldg. B Room 2

or

Mr. Ryland Burghardt, 504-671-6727, [rburgh@dcc.edu](mailto:rburgh@dcc.edu) , 3727 Louisa St., New Orleans, LA 70126, Bldg B Room 118

Office hours are posted, and are shown at the bottom of this document.

### 4. ENROLLMENT

Tuition, policies, and enrollment follow the standard Delgado rules. The following can be done at building 2 at City Park Campus, but actually most of

the process can be done online, at [www.dcc.edu](http://www.dcc.edu). Bldg. 2 is the largest building at the rear of the campus on Navarre Avenue. Other sites have limited student services.

You must enroll first

You can apply for financial aid and grant money (School Code= 004626)

You must have immunization shot records to register, and a high school diploma (or current GED student).

You **MUST TAKE THE DELGADO PLACEMENT TEST**, if you do not have a college degree, or have not taken the test (or ACT) in over three years. This tests you on reading, writing, and math at a high school level. If you have a degree, you must get an official transcript from that college sent directly to Delgado's registrar. You **MAY** enroll under a maximum of two declared majors. (Declaring wrong majors will eventually affect financial aid) **You cannot take any course with a prefix of HACR if you have not completed Basic Education courses which the placement test might indicated you need.** If it is determined you need Basic Education (Developmental Education - remedials) courses, you would visit the Basic Education department and take an orientation called "OARS". As of FL17, all Students classified as Basic Education students are required to complete CCSS-107 or CCSS-108 within the first 12 hours of coursework." To bypass Basic Education courses, your recent placement test must show you are at a level "eligible" for: ENGL062, MATH095, and READ072.

If remedials are not required, you can then logon to LOLA, the link is found online on Delgado's home page. Read the tutorial on how to log in, which is found on the login page.

If you are not an HVAC major, you normally are limited to between 9-12 maximum HACR lifetime credit hours, at which point you must declare an HVAC program as your major to take more HACR courses.

There is also an online student handbook and course catalog on Delgado's homepage. Familiarize yourself with your program.

## 5. REGISTRATION

EXISTING AND NEW STUDENTS: Students need to **self-register** their courses in LOLA. This link is on Delgado's home page. Instructors can't do this.

Again, be aware that many courses have pre-requisites to them, the below chart shows those, a short description, and the crosswalks to courses which were offered at the discontinued LTC Region 1. Other SACS/COC accredited institution HVAC courses (BRCC, etc.) can be considered for course credit as well.

COE accredited institution coursework, for example Northshore Technical CC. and some others, is NOT transferable.

**HACR 158 Building Engineer Hydronics**  
COREQUISITE: ADOT 105/ CMIN 201

**HACR 121 Electrical Fundamentals**  
COREQUISITE: ADOT 105/ CMIN 201  
CROSSWALKS TO LTC HACR1210 with HACR 1240

**HACR 153 Residential System Design (Good companion to HACR157)**  
COREQUISITE: ADOT 105/ CMIN 201  
CROSSWALKS TO LTC HACR2530

**HACR 115 Building Code and Licensing**  
COREQUISITE: ADOT 105/ CMIN 201  
CROSSWALKS TO LTC HACR1150 with CPTR1000 with BLDG1310  
(No crosswalk to LTC HACR 1180)

**HACR 157 Building Science for HVAC (Good companion to HACR153)**  
COREQUISITE: ADOT 105/ CMIN 201

**HACR 116 Tubing Fabrication and fitting**  
PREREQUISITE: TECH101  
COREQUISITE: ADOT 105/ CMIN 201  
CROSSWALKS TO LTC HACR1160 or BLDG1320

**HACR 117 Principles of Refrigeration**  
COREQUISITE: HACR 116  
CROSSWALKS TO LTC HACR1170

**HACR 222 Electrical Components and Motors**  
PREQUISITE: HACR 121  
CROSSWALKS TO LTC HACR1220 with HACR1230

**HACR 251 Theory of Residential Air Conditioning (Good companion to HACR252)**

**PREREQUISITE:** HACR 121, HACR 222, HACR 116, HACR 117

**CROSSWALKS TO LTC HACR2510**

**HACR 252 Residential Air Conditioning Theory and Practice (Good companion to HACR251)**

**PREREQUISITE:** HACR 121, HACR 222, HACR 116, HACR 117

**COREQUISITE:** HACR 251

**CROSSWALKS TO LTC HACR2520 with HACR1420**

**HACR 254 Residential Gas Heating**

**PREREQUISITE:** HACR 121, HACR 222, HACR 116

**CROSSWALKS TO LTC HACR2540 with HACR 2550**

**HACR 256 Residential Heat Pumps**

**PREREQUISITE:** HACR 121, HACR 222, HACR 116, HACR 117

**CROSSWALKS TO LTC HACR2560**

**HACR 281 Introduction to Commercial Air Conditioning**

**PREREQUISITE:** HACR 121, HACR 222, HACR 116, HACR 117

**CROSSWALKS TO LTC HACR2810**

**HACR 291 Introduction to Commercial Refrigeration**

**PREREQUISITE:** HACR 121, HACR 222, HACR 116, HACR 117

**CROSSWALKS TO LTC HACR2910 with HACR1410**

All HVAC students are expected to be computer literate, and may be advised to skip other courses if computer training is needed. ADOT105 (or CMIN201) is a required program course for all students.

**YOU NEED TO BE AWARE OF THE COURSE SEQUENCE BEST FOR YOU, FROM DAY ONE!!! STUDY ALL OF THIS INFORMATION, TO BEST MAP OUT YOUR GAME PLAN!**

**IT IS IMPORTANT TO NOTE THAT A HANDFUL OF COURSES ARE CRITICAL TO GET DONE *FIRST*, OR THEY WILL BLOCK YOU OUT OF ADVANCED COURSES LATER. DO THESE FIRST IF POSSIBLE!!**

**THESE ARE *TECH101, ADOT105, HACR121, HACR222, HACR116, AND HACR117*. ANY OF THE OTHER COURSES WITH NO PRE-REQS CAN THEN BE USED AS FILLER COURSES AS NEEDED.**

YOU **CAN NOT** REGISTER FOR A COURSE IF YOU ARE CURRENTLY STILL IN THE PRE-REQUIRED COURSE, YOU MUST WAIT UNTIL A FINAL PASSING GRADE IS LOGGED IN LOLA.

**LOLA:** Your first time logging in, you will use your name for the “name” box, no spaces. So if your name is John H. Smith III, you will enter johnsmith. If there is another student with this common name of John G. Smith, then YOU might have been assigned the name johnsmith2, or 3 or such. Click “Look up your user name” if you think there might be others with your name.

Your password is complex. Follow this example:

If your Name is John H. Smith III, and you were born on July 16, 1987 then your password would be: js071687Pass

**Be careful that the P is a capital P.** You will be asked to change your password immediately, BE SURE TO FOLLOW THE INSTRUCTIONS AND WRITE IT DOWN!

Once in LOLA, you click on “student tab”, “registration”, “Look up Classes”, and select the term. Just change what’s in the subject box to Air Conditioning and Refrigeration, or the department of a different course, and click Search. Enter the three digit number of the course you want and click submit.

You might also want to **notice the Campus code** for each course, to know **which** campus the course is being held at: FD=Jefferson, FA=City Park, FC=Gen Meyer/WB, FF and FG are Northshore, and FI is Sid Collier.

You can also access your fee bill, financial aid status, placement test scores, and any courses you’ve taken that are in the system. You may pay online for courses.

While registering in LOLA you may get a “course closed” message. This means the class is full, and an override to get in will only be granted for students who have:

- a. applied for graduation
- b. need that course to graduate in the semester the course is taken.
- c. Attend first night of class. The override will be processed after that.

The non-HVAC courses are in other departments, and will show as follows in the subject look-up box:

TECH101 – Technology

HESC102 - Health Sciences

ACCT111 – Accounting

BUSG115 – Business Studies - General

ADOT105 – Administrative Office Tech

CMIN201 – Computer Information Technology

If a course has an “H” in its section number, it’s a Hybrid course (half class/half online). If it has a “W”, it’s a completely online course.

## 6. GRADUATION

Students who are near program completion should apply for graduation during the semester before their last anticipated semester, to be sure of courses needed. You must earn a “C” or better in all “HACR” courses, and a “D” or better in the others.

**You must APPLY to graduate.** There is a deadline for this, the application and completion document are currently free. Thereafter, there is a late fee up till a 2<sup>nd</sup> deadline. The application expires after one year. You may have up to 2 stated majors. Check this first in LOLA, that one of your listed majors is correct for the level you seek to complete. To stay in the HVAC program there must still be an HVAC major listed. Your major might be changed by administration without your knowledge.

## 7. BOOKS

Each course has specific textbooks required for them. Please note that Financial aid will only pay for items picked up at the Barnes&Noble bookstores on campus. MindTap software access cards, that includes quizzes, training tools, & powerpoints, might be needed for homework assignments for students, at the instructor’s discretion. Use the correct ISBN# assigned for it, to integrate into your online grades in Canvas student access. This is the current list of required textbooks to be purchased by the students in this program:



Title		2015 International Mechanical Code	2015 International Fuel Gas Code	Refrigeration and Air Conditioning Technology Online Simulation	Section 608 Certification Exam Preparatory Manual 9th	Refrigeration and Air Conditioning Technology	Low Pressure Boilers	MindTap Access Card for Refrigeration and Air Conditioning Technology
ISBN	SU/ FALL 2018	978-1-609-83479-1	978-1-609-83477-7	978-1-305-58439-6	1-930044-60-7	978-1-111-64447-5	978-0-8269-4365-1	Cengage direct 978-1-305-63010-9 Bookstore (FinAid) 978-1-305-63009-3
Publisher		ICC	ICC	Delmar/Cengage	ESCO	Delmar/Cengage	American technical Publishing	Delmar/Cengage
Edition		2015	2015	n/a	9th	7 <sup>th</sup>	4 <sup>th</sup> (3 <sup>rd</sup> ok)	7th
Note:		800-786-4452	800-786-4452	800-513-1046	800-726-9696	800-513-1046	800-323-3471	800-513-1046
list price		\$89.00	\$89.00	\$54.00	\$12.95	\$184.00	\$99.00	\$100.00
Source (Financial aid items must be picked up at DELGADO BOOKSTORE!)		<a href="http://www.Cengagebrain.com">www.Cengagebrain.com</a>	<a href="http://www.cengagebrain.com">www.cengagebrain.com</a>	www.cengagebrain.com (2 year access, check site for shorter terms)	<a href="http://www.Escoinst.com">www.Escoinst.com</a>	<a href="http://www.cengagebrain.com">www.cengagebrain.com</a>	www.atperesources.com	www.cengagebrain.com (2 year access only)
ANY NUMBER OR "R" MEANS BOOK IS REQUIRED FOR COURSE								
Building Code and Licensing	115	R	R		R	9 (Optional)		9 (Optional)
Tubing Fabrication and Fitting	116					5, 6, 7, 11		5, 6, 7, 11
Principles of Refrigeration	117			Optional		1, 2, 3, 8, 10, 24,29		1, 2, 3, 8, 10, 24,29
Electrical Fundamentals	121			Optional		12, 13, 15		12, 13, 15
Residential System Design	153					37,42		37,42
Building Science for A/C	157					34,39		34,39
Building Engineer Hydronics	158						R	
Electrical Components and Motors	222			Optional		14, 17, 18, 19, 20		14, 17, 18, 19, 20
Theory of residential Residential A/C	251			Optional		23(half), 36, 40		23(half), 36, 40
Residential A/C Theory and Practice	252			Optional		21, 38, 41		21, 38, 41
Residential Heating	254			Optional		31, 42		31, 42
Residential Heat Pumps	256			Optional		30, 43, 44		30, 43, 44
Intro. To Commercial A/C	281			Optional		16, 22, 23(half), 35, 50		16, 22, 23(half), 35, 50
Intro. to Commercial Refrig	291			Optional		25, 26, 27, 28, 45		25, 26, 27, 28, 45

## 8. FEES

This is a recent Delgado tuition schedule and fees. (Subject to change)

# Tuition & Fees

**Delgado**  
COMMUNITY COLLEGE

*Delgado is THE college of first choice...*

*...and one of the most affordable colleges in the area!*

Tuition	Total Hours	Resident	Non-Resident	Online
	1	\$110.68	\$110.68	\$131.68
	2	\$221.36	\$221.36	\$263.36
	3	\$332.04	\$332.04	\$395.04
	4	\$442.72	\$442.72	\$526.72
	5	\$553.40	\$553.40	\$658.40
	6	\$664.08	\$664.08	\$790.08
	7	\$774.76	\$1,851.22	\$921.76
	8	\$885.44	\$2,115.68	\$1,053.44
	9	\$996.12	\$2,380.14	\$1,185.12
10	\$1,106.80	\$2,644.60	\$1,316.80	
11	\$1,217.48	\$2,909.06	\$1,448.48	
12	\$1,328.16	\$3,173.52	\$1,580.16	
More than 12			no cap plus ERP fee	

  

Fees	Academic Excellence	\$7/credit hour (max. \$84 for full-time student)
	Building Use Fee	\$4/credit hour (max. \$48 for full-time student)
	Enterprise Resource Planning (ERP)	\$3/credit hour (max. \$36 for full-time student)
	Lab	May vary according to course
	Charly SON Student Activity	\$30 (Fall and Spring)
	On-campus parking permit (per academic year)	\$50
	Online Course Registration Fee	\$40 per semester
	Operational Fee	\$3/credit hour (max. \$36 for full-time student)
	Student Government Association	\$10 (Fall and Spring), \$5 (Summer)
	Student I.D. All locations (except Northshore)	\$10
Student Life Center, City Park Campus	\$15 (Fall and Spring), \$5 (Summer)	
Student Life Center, West Bank Campus	\$40 (Fall and Spring), \$20 (Summer)	
Student Services Fee	\$2/credit hour (max. \$24 for full-time student)	
Technology Fee	\$5/credit hour (max. \$60 for full-time student)	

Admissions and Enrollment Services • (504) 671-5012 • [www.dcc.edu](http://www.dcc.edu)

*Tuition and fees are subject to change • Revised September 2013 • Effective Fall 2013*

## 9. CALANDER

This is the semester calendar of class days and holidays. **Pay close attention to the holiday breaks**, and school-wide exam dates.

### **Summer 2018 Session**

**May 30, 2018 – July 26, 2018**

#### May

- **28, Monday - Memorial Day holiday, College closed**
- **29, Tuesday**
  - **8 - 7 p.m.** - Late registration online
  - **9 - 6 p.m.** Late registration in person
- **30, Wednesday - CLASSES BEGIN**
- **30 - 31, Wednesday - Thursday**
  - **8 - 7 p.m.** - Late registration, drop/add online
  - **1 p.m. - 4:30 p.m.** Late registration, drop/add in person
- **31, Thursday** - Final date to register, add courses, change sections, change from credit to audit, or audit to credit / Last date for admission to the College for Session

#### June

- **11, Monday, 4:30 p.m.** - Census Day / Last date to drop without "W" on student transcripts 12 noon in person and 4:30 p.m. online
- **19, Tuesday, 8 a.m.** - Beginning of midterm exams
- **25, Monday** - End of midterm exams
- **27, Wednesday, 1 p.m.** - Midterm grading period ends

#### July

- **4, Wednesday - Independence Day holiday, no classes**
- **5, Thursday, 6 p.m.** - Final day for dropping courses with a "W" or withdrawing from College
- **10, Tuesday, 6 p.m.** - Last date for reinstatement to be processed in Registrar's office
- **18, Wednesday** - Last day of class
- **19, Thursday, 8 a.m.** - Beginning of final exams
- **25, Wednesday** - End of final exams
- **26, Thursday** - 1 p.m. - Final grading period ends; grade books due in divisional offices / 4:30 p.m. - End of Summer Session

*Tuition Adjustment Schedule / Withdrawal from College / Reduction in Credit Hours:*

- Through June 5 - 100%
- June 6 - 11 - 50%
- After June 11 - NONE

## **Fall 2018 Semester (16 Weeks)**

### **August 13 - December 13, 2018**

#### **June**

- **28, Thursday - 2018-2019 Priority FAFSA Deadline** - FAFSAs submitted by this date will be reviewed before first payment deadline

#### **July**

- **26, Thursday - 2018-2019 Priority Financial Document Deadline** - all documents submitted by this deadline will be considered for an award letter before first payment deadline

#### **August**

- **3, Friday - Priority Financial Aid Satisfactory Academic Progression (SAP) Appeal Deadline** - appeal and supporting documents submitted by this deadline will be reviewed before first payment deadline
- **10, Friday** - Deadline to submit Academic Suspension appeal for Fall 2018 / 3 p.m. in person payment deadline
- **12, Sunday, 12 noon** - Online payment deadline
- **13 - 17, Monday - Friday, 8 a.m.** - Late registration online
- **13 - 14, Monday - Tuesday** - College Faculty/Staff Convocation
- **15, Wednesday** - First day to use bookstore credit - books may be purchased using bookstore voucher for students who are eligible if financial aid has been processed and authorized for at least 48 hours
- **15 - 17, Wednesday - Friday, 9 a.m. - 6 p.m.** - Late registration in person
- **18, Saturday - CLASSES BEGIN**
- **19, Sunday, 12 noon** - Online payment deadline
- **20 - 21, Monday - Tuesday, 1 p.m. - 6 p.m.** - Late registration, drop/add in person
- **21, Tuesday, 6 p.m.** - Final day to add courses, change sections, change from credit to audit or audit to credit / Last day for admission to the College for Semester
- **26, Sunday, 12 noon** - Online payment deadline
- **27, Monday** - Last day to use bookstore credit
- **27 - 31, Monday - Monday, 8 p.m.** - Nightly payment deadline - schedules must be secured and/or paid to prevent being deleted
- **28, Tuesday** - Deadline for 100% tuition adjustment

#### **September**

- **3, Monday - Labor Day holiday, no classes**
- **4, Tuesday - Census Day**
  - 2 p.m. - Final payment deadline - schedules must be secured and/or paid to prevent being deleted
  - Last day to drop without "W" on student transcripts - 12 noon in person and 4:30 p.m. online
  - Deadline for 50% tuition adjustment - after this day, no adjustments are given - students are responsible for full tuition and fee rates after this day, regardless of withdrawal or attendance
- **6, Thursday - First Financial Aid Disbursement** - refund process can take up to 14 business days to be received - federal regulations require that the College delay delivering loans to first-time borrowers until 30 days after the start of classes
- **21, Friday**
  - **Final Satisfactory Academic Progression Appeal (SAP) Deadline** - appeal and supporting documentation must be submitted by this date to be considered for Fall 2018 financial aid
  - **Priority Deadline for MPN and Entrance Counseling** - all loans that are not disbursed due to failure to complete MPN and Entrance Counseling will be required to be cancelled and recreated with new loan fee set by the Department of Education - this will delay the student's loan processing

- **24, Monday - First Disbursement for First-time Loan Borrowers** - refunds can take up to 14 business days to be received
- **28, Friday**
  - **LCTCS Conference, no classes**
  - **4:30 p.m.** - Second deadline to apply for December graduation - after this day a “late fee” will be assessed

## October

- **1 - 6, Monday - Saturday** - Midterm exams
- **9, Tuesday, 1 p.m.** - Midterm grading period ends / Final day for completion of non-traditional credits
- **12, Friday - 4:30 p.m.** - Last day to apply for December Graduation - applications received after this day will be processed for May graduation
- **13 - 16, Saturday - Tuesday - Fall holiday, no classes**
- **15, Monday**
  - Installment payment due
  - Staff Convocation

## November

- **7, Wednesday, 6 p.m.** - Final day for dropping Fall Semester courses with a “W” or withdrawing from College
- **9, Friday, 4:30 p.m.** - First priority deadline to apply for May 2019 graduation
- **12 - January 6, 2019, Monday - Sunday, 24/7** - Spring 2019 registration online
- **12 - December 8, Monday - Friday** - Spring 2019 registration in person
- **15, Thursday** - Final installment payment due
- **20, Tuesday, 6 p.m.** - Last day for reinstatement to be processed in Registrar’s office
- **21 - 25, Wednesday - Sunday - Thanksgiving holiday, no classes**
- **30, Friday** - Final Deadline to accept loans, and complete your Master Promissory Note and Entrance Counseling - students who miss this deadline must complete a loan revision form to have loans considered to be reinstated

## December

- **1, Saturday** - Last day of class
- **3, Monday, 8 a.m.** - Beginning of final exams
- **7, Friday, 11:59 p.m.** - Final grades due for final exams given on Monday, December 3 and Tuesday, December 4
- **8, Saturday** - Final exams for Saturday classes
- **10, Monday** – Final exams end / 11:59 p.m. - Final grades due for all courses
- **13, Thursday, 4:30 p.m.** – End of Semester/Grade books due in divisional offices
- **17, Monday** - Notifications for next semester Financial Aid Satisfactory Academic Progress (SAP) status available to student in LoLA
- **18, Tuesday, 10 a.m.** - Commencement

## January

- **25, Friday - 2018-2019 Final Fall Document Deadline** - all documents must be submitted by this date to be considered for Fall 2018 financial aid

### *Fall Semester Tuition Adjustment Schedule / Withdrawal from College/Reduction in Credit Hours:*

- Through August 28 - 100%
  - August 29 – September 4 - 50%
  - After September 4 - NONE
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## 10. NEXT SEMESTER COURSE OFFERINGS

The SU18 / FL18 HVAC course sequence will remain closely fixed to the below chart. Certain courses will always be taught at night, or in certain semesters.

### SUMMER:

CRN #	Max# Enroll	Prefix	#	Sec	Bldg	Room	Instructor	Start Time	End Time	Days					Clock Hours	CR hrs
										M	T	W	R	F		
Jefferson Campus																
30864	14	HACR	116	771	B	1	BURGHARDT	530P	850P	X		X			60	3
30865	14	HACR	281	771	B	2	RIPBERGER	530P	850P	X		X		60	3	
Sid Collier Campus																
30743	14	HACR	121	800	B	118/116C	BURGHARDT	900A	1220P	X		X		60	3	

### FALL:

CRN #	Max#	Prefix	#	Se	Bld	Room	Instructor	Start	End	Days					Clock	CR
										M	T	W	R	F		
Jefferson																
11249	14	HACR	116	70	B	1	BURGHARD	900A	1220P				X	60	3	
11247	14	HACR	222	70	B	1	RIPBERGER	900A	110P	X				75	4	
10740	14	HACR	117	70	B	1	BURGHARD	900A	110P			X		75	4	
12217	14	HACR	158	70	B	1	LANGLOIS	900A	110P				X	75	4	
12575	14	HACR	153	77	B	1	LANGLOIS	500P	910P				X	75	4	
11248	14	HACR	115	77	B	1	HALE	530P	800P		X			45	3	
12944	14	HACR	121	77	B	1	BURGHARD	530P	850P			X		60	3	
12216	14	HACR	157	77	B	1	RIPBERGER	530P	710P				X	30	2	
10741	14	HACR	254	77	B	1	RIPBERGER	530P	850P	X				60	3	
10742	14	HACR	256	77	B	2	SCHMIT	530P	850P		X			60	3	
12218	14	HACR	251	77	B	2	SCHMIT	530P	800P			X		45	3	
12219	14	HACR	252	77	B	2	BURGHART	500P	910P	X				75	3	
12220	14	HACR	281	77	B	2	CREWS	530P	850P				X	60	3	
12221	14	HACR	291	77	B	2	RIPBERGER	530P	850P				X	60	3	
Sid Collier Campus																
12021	14	HACR	121	80	B	118/116	BURGHARD	900A	1220P				X	60	3	
12255	14	HACR	153	80	B	118	RIPBERGER	900A	110P		X			75	4	
11972	14	HACR	115	88	B	118	BURGHARD	900A	1130A	X				45	3	
11971	14	HACR	222	88	B	118/116	SCHMIT	500P	910P	X			-	75	4	
12254	14	HACR	117	88	B	118/116	BURGHARD	500P	910P			X	-	75	4	
12256	14	HACR	116	88	B	118/116	HALE	530P	850P			X	-	60	3	