2017-2018 CYCLE CHANGE REQUESTS DEADLINES

As in the past, it is essential that Regional Planning Teams follow an established protocol for SCWI contract changes for 2017-2018. This is also a requirement of the contract letter with each RPT. Contract Change Cycles align with the start of dual credit programs and the timelines for course code requests. The contract change process requires communication between board and college partners and careful tracking of student participant numbers and expenditures compared to approved funding. In order to maintain the focus on maximizing opportunities for students, we need to continue the focus on moving seats and reducing surpluses. RPTs have been using the contract change process very effectively. As a result, more students are participating in programs and more students are in courses in which they are interested. The SCWI team will continue to monitor the schedule in order to ensure that RPTs are achieving the goals of maximizing opportunities for students and reducing (or eliminating) RPTs' surpluses.

• These contract change cycles have been scheduled to occur following both the day 10 count of numbers of students/course/program and the RPT conversations around what movement, if any, is possible.

• There is a risk if an RPT puts students into programs that have not yet been approved. It is possible, that changes will not be approved, so securing approvals prior to the start of programs is critical. If, in rare cases, you need to make changes that do not align with the Contract Change Cycles, you must contact David Armstrong prior to the start of the program in order to get a tentative approval. Only changes between courses that are funding neutral and that are for the same target group for which the funding was originally approved can be made in this way. These changes will still need to be made in EDCS at the next contract change.

Cycle	EDCS Open for Submissions by RPTs	Cycle Change Requests due to Adriana	Deadline for Submissions in EDCS By 1pm	Course Code Requests Due
1	Friday, May 12 2017	Monday, May 29 2017	Monday, June 5 2017	Friday, June 16 2017
2	Monday, June 19 2017	Friday, July 7 2017 **OR** Monday, August 21 2017	Monday, August 28 2017	Friday, Sept 15 2017
3	Friday, Oct 13 2017	Thursday, October 19 2017	Thursday, Oct 26 2017	Friday, Nov 17 2017
4	Monday, Dec 18 2017	Thursday, December 21 2017	Thursday, Jan 11 2018	Friday, Jan 26 2018
5	Thursday, Feb 8 2018	Thursday, February 15 2018	Thursday, Feb 22 2018	Friday, April 27 2018
6	Monday, March 26 2018	Thursday, April 5 2018	Thursday, April 12 2018	