

2018-2019 CYCLE CHANGE REQUESTS DEADLINES

As per David Armstrong, memo dated March 19, 2018:

As in the past, it is essential that Regional Planning Teams follow an established protocol for SCWI contract changes for 2018-19. 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.
- Please note that “enveloped funding” for adult dual credits and Access activities may not be moved into “regular” funding streams and vice versa
- 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	May 10, 2018	FRIDAY, JUNE 1, 2018	Jun 11, 2018	Jun 15, 2018
2	Jun 21, 2018	FRIDAY, JULY 6 2018 (or by Monday, August 20)	Aug 27, 2018	Sep 14, 2018
3	Oct 11, 2018	THURSDAY, OCTOBER 18, 2018	Oct 25, 2018	Nov 16, 2018
4	Dec 17, 2018	THURSDAY DECEMBER 20, 2018 (or by Monday, January 7, 2019)	Jan 10, 2019	Jan 25, 2019
5	Feb 7, 2019	THURSDAY FEBRUARY 14 2019 ❤️	Feb 21, 2019	Mar 8, 2019
6	Mar 25, 2019	THURSDAY, APRIL 4, 2019	Apr 11, 2019	April 26, 2019