



**DARE TO DO MORE**

**President's Cabinet Meeting  
Monday, June 28, 2021  
8:30 – 10:00 a.m.**

**Meeting Notes**

**Participants:**

Kenneth Adams, President

Paul Arcario, Provost

Shahir Erfan, Vice President of Administration and Finance

Sunil Gupta, Vice President of Adult and Continuing Education

Henry Saltiel, Vice President of Information Technology

Gail Baksh-Jarrett, Interim Associate Dean for Enrollment

Fay Butler, Interim Associate Dean for Student Success

Robert Jaffe, Senior Advisor to the President/Interim Executive Director of Marketing and Communication

Ronald Edwards, Executive Director of Human Resources / Interim Chief Diversity Officer/Affirmative Action Officer/Title IX Coordinator/504-ADA Coordinator

Cristy Bruns, Chair, College Senate

Rochell Isaac, President, Faculty Council

Laura Bartovics, Interim Executive Director of Development

Taejong Kim, Legal Counsel/Labor Relations Manager

- I. Campus/CUNY Updates:** President Adams noted that the CUNY Board of Trustees meeting scheduled for 6/28/21 has been postponed until 7/6/21. The suspension of emergency rules requires the meeting to be held in-person. President Adams addressed a question raised by Senate Chair Bruns at the 6/21/21 meeting regarding community input on funding priorities relating to the LaGuardia Challenge. President Adams indicated that he would like to get input from the College Senate and the Faculty Council on funding priorities in September. Vice President Gupta raised getting input from students and President Adams indicated that he will solicit Student Government Association input in the fall.
- II. Review 6/21/21 Cabinet Meeting Notes:** Notes reviewed and no changes noted.
- III. Enrollment**
  - a. Weekly Enrollment Update: Associate Dean Baksh-Jarrett reviewed the weekly enrollment update (attached). She indicated that the numbers are likely to show a decrease as Proactive Advising and Registration (“PAR”) students (those that have not confirmed their registrations) are removed from the enrollment figures. In response to a question from President Adams, Associate Dean Baksh-Jarrett discussed that ten peer advisors will be working with the Student Information Center to reach out to approximately 8500 students that have not accepted an offer of admission. Additional staff is also being hired to support these efforts. President Adams requested that

advisors be asked to collect information on student demand for in-person classes to better understand dynamics about student enrollment and class offerings. Provost Arcario raised a concern that the analysis and potential termination of PAR processes shouldn't only rest on the question of enrollment data that is skewed since data collection procedures allow for accurate data to be shown for those students that have not accepted their course registration. Associate Dean Baksh-Jarrett indicated that the analysis will go beyond the issue of accurate depiction of enrollment figures, but will also address whether the process works for professional advisors and students. Provost Arcario raised the importance of sending messages to parents as part of our enrollment efforts. Associate Dean Baksh-Jarrett indicated that Covid had made outreach to parents more difficult given the lack of access to high schools and the inability to invite parents to campus.

- b. Final Report on the "Jump Start" Analysis: Associate Dean Baksh-Jarrett reviewed a Power Point presentation analyzing "Jump Start" (attached). The Cabinet recognized the thoroughness of the presentation. President Adams indicated that he was a strong proponent of "Jump Start", but given low enrollment numbers and the diversion of resources away from other enrollment activities he concurs with the recommendation that "Jump Start" be paused and reconsidered for the 2022-23 Academic Year. Associate Dean Butler concurred with the recommendation. Vice President Erfan raised concerns about "Jump Start" and the collection of fees when students drop courses. President Adams discussed the need to recognize the frustration that faculty may experience when they are encouraged to offer Jump Start courses, but low enrollment leads to course cancellation. Provost Arcario cautioned that the project was a pilot and projects often take time to gain traction. He noted a similar experience when the college initially offered 3-week sessions. He also indicated that outcomes might be better if the "Jump Start" session was offered in the Fall rather than Spring semester. Provost Arcario indicated support for the pause, but asked for the "Jump Start" session to be considered for the future. President Adams indicated that the issue can be revisited for the Fall 2022 semester. Faculty Council President Isaac indicated support for the pause and added that faculty will always step up to teach if a decision is made to offer again.

#### **IV. Fall 2021 Return to Campus**

- a. Implementation of Remote Work Policy: Executive Director Edwards discussed continued implementation of remote work policy. He noted that 117 managers have attended workshops to explain the policy. Questions have been raised about requests for 100% remote work and clarification is being sought from CUNY Central Office to ensure proper implementation.
- b. Discussion on Topics for Return to Campus Update #6: Topics reviewed and the topics to include are: Board of Trustees date change; reminders about submitting forms for Flexible Schedule/Remote Work; information about procedures to follow when coming to campus; and, encouraging vaccination.

- V. **Proposal on the Resumption of Athletics at LaGuardia:** Associate Dean Butler discussed the past history of athletics at LaGuardia. She noted that LaGuardia students had approved in a referendum the resumption of athletic programs and the use of student activity fees to support team sports. Issues had arisen with the athletic program, including athletes not making satisfactory academic progress and the need to have additional sports beyond men and women's basketball. Vice President Erfan noted that there also had been issues of oversight and safety that had arisen. The benefits of bringing back athletics was discussed, including the ability to attract prospective students, the relationship between involvement in athletics and student success and the value of athletics programming in

enhancing engagement with under-represented communities. Associate Dean Butler discussed that a position of Director of Athletics would be needed to be filled by January 2022 if athletics were to commence in Fall 2022 and trainers would also need to be hired. Issues would need to be addressed to ensure the athletes are getting support to succeed academically and their academic progress closely monitored. Possible sports to consider include volleyball, swimming, basketball and cross-country track. Senate Chair Bruns indicated support for further review. Vice President Erfan noted the need for effective oversight given past issues. President Adams reiterated the need for strong leadership of the athletics program and that student supports must be in place. Provost Arcario raised concerns about whether LaGuardia's past experience with athletics leveraged the benefits noted above. He questioned whether the return on investment is great enough to support moving forward with the program. Senior Advisor Jaffe noted that it will be important to make a business case to the College community given the budget deficit the college faces. He noted that some may see this as superfluous even though funding for the program is through student activity fees. President Adams thanked the Cabinet for their input noted that continued research and engagement with CUNY officials is needed. He indicated that this issue will be the subject of future discussion at the Cabinet and with the College Senate and the SGA.

LaGuardia Community College  
 Weekly Enrollment Dashboard  
 6/24/2021  
 Prepared by: Jeffrey Weintraub

**Fall 2021 Weekly Enrollment Dashboard**

							Average CC Snapshot
	Fall 2021 snapshot	Fall 2020 snapshot	Fa21- Fa20	% change	Budget Targets	Fa21 as % of Target (CN excluded)	Fa21-Fa20 % change
	6/24/2021	6/24/2020					
<b>THC</b>							
Freshmen	1,132	1,804	-672	-37.3%	3,150	35.9%	-17.8%
Transfers	186	242	-56	-23.1%	1,850	10.1%	16.3%
Continuing	5,740	6,945	-1,205	-17.4%	10,958	52.4%	-22.3%
<i>**Re-Admit(Included in Continuing)</i>	113	99	14	14.1%			
Non-degree	501	427	74	17.3%	1,100	45.5%	-30.7%
College Now	0	0	0				
<b>*Total LAGCC</b>	<b>7,559</b>	<b>9,418</b>	<b>-1,859</b>	<b>-19.7%</b>	<b>17,058</b>	<b>44.3%</b>	
<b>Total CUNY w/CN</b>	<b>7,559</b>	<b>9,418</b>	<b>-1,859</b>	<b>-19.7%</b>			<b>-21.2%</b>
<b>FTEs</b>							
Freshmen	1,238	1,848	-610	-33.0%	3,076	40.2%	
Transfers	169	211	-42	-19.9%	1,585	10.7%	
Continuing	4,316	5,364	-1,048	-19.5%	8,876	48.6%	
<i>**Re-Admit(Included in Continuing)</i>	86	77	9	11.7%			
Non-degree	299	253	46	18.2%	622	48.1%	
College Now	0	0	0				
<b>Total</b>	<b>6,022</b>	<b>7,676</b>	<b>-1,645</b>	<b>-21.4%</b>	<b>14,160</b>	<b>42.5%</b>	

\*College Now is not included in the totals

\*\*Re-Admits are shown separately for comparison purposes. Re-Admits are included in the Continuing Student count for CUNY comparison

Continuing Students consist of Continuing and Readmits

THC is the unduplicated count of Session 1 and Session 2 students

**FTEs are the sum of Session 1 and Session 2**

**Non-degree CUNY comparison (cell H17) includes both Non-degree and College Now**

**CUNY Data:**

**Term: Fall 2021 Current Term Run Date: 6/23/2021 Prior Term Run Date: 6/24/2020**

LaGuardia Community College  
 Weekly Enrollment Dashboard  
 6/24/2021  
 Prepared by: Jeffrey Weintraub

**Spring 2021 Weekly Enrollment Dashboard**

	Spring 2021 snapshot 6/24/2021	Spring 2020 snapshot 6/24/2020	Sp21- Sp20	% change	Budget Targets	Sp21 as % of Target (CN excluded)	Average CC Snapshot Sp21-Sp20 % change
<b>THC</b>							
Freshmen	732	1,055	-323	-30.6%	1,317	55.6%	-15.9%
Transfers	888	1,165	-277	-23.8%	1,444	61.5%	-13.8%
Continuing	9,647	10,777	-1,130	-10.5%	12,628	76.4%	-12.2%
<i>**Re-Admit(Included in Continuing)</i>	501	434	67	15.4%			
Non-degree	905	1,043	-138	-13.2%	1,505	60.1%	-4.0%
College Now	2,705	2,703	2				
<b>*Total LAGCC</b>	<b>12,172</b>	<b>14,040</b>	<b>-1,868</b>	<b>-13.3%</b>	<b>16,894</b>	<b>72.0%</b>	
<b>Total CUNY w/CN</b>	<b>14,877</b>	<b>16,743</b>	<b>-1,866</b>	<b>-11.1%</b>			<b>-11.4%</b>
<b>FTEs</b>							
Freshmen	727	1,027	-300	-29.2%	1,164	62.5%	
Transfers	718	987	-269	-27.3%	1,366	52.6%	
Continuing	7,737	8,858	-1,121	-12.7%	10,291	75.2%	
<i>**Re-Admit(Included in Continuing)</i>	364	283	81	28.6%			
Non-degree	459	497	-38	-7.6%	762	60.2%	
College Now	539	566	-27				
<b>Total</b>	<b>10,180</b>	<b>11,935</b>	<b>-1,674</b>	<b>-14.0%</b>	<b>13,584</b>	<b>71.0%</b>	

\*College Now is not included in the totals

\*\*Re-Admits are shown separately for comparison purposes. Re-Admits are included in the Continuing Student count for CUNY comparison

Continuing Students consist of Continuing and Readmits


THC is the unduplicated count of Session 1 and Session 2 students

**FTEs are the sum of Session 1 and Session 2**

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**CUNY Data:**

**Term: Spring 2021 Current Term Run Date: 6/23/2021 Prior Term Run Date: 6/24/2020**



# **JUMP START**

Dr. Gail Baksh-Jarrett

Interim Associate Dean of Enrollment Management

June 28, 2021



# Agenda

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**Goals**

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**Measurement of Success**

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**Administrative Support**

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**Strategies**

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**Concerns**

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**Recruitment**

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**Outcomes**

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**Concerns/Staff Feedback**

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**Lessons Learned**

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**Recommendations**

# Goals

1

**Increase enrollment - add 275 new students**

2

**Increase FTE**

3

**Offer continuing students the opportunity to add an additional course**

## Measurement of success

- **Head Count (HC) and Full-Time Equivalency (FTE) added - New enrollment starting in the Jump Start session, and separately, Enrolled Student additions.**
- **Grade and course completion analysis.**
- **Retention of new/transfer students.**

# Administrative Support

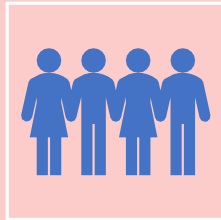
## **Working Group:**

Dionne Miller, Bart Grachan, Ramon De Los Santos, Shannon Lund, Marina Prorokovic, Matthew Eckhoff/Danny Ng, Maria Ribas, Gail Baksh-Jarrett/Annette Hamilton, Burhan Siddiqui/Derwent Dawkins, Amable Mieses

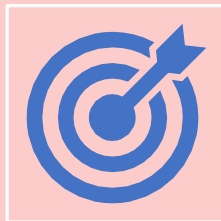
## Strategies



New and Transfer students who applied for the spring semester but who did not complete the process in time to enroll during Session I enrollment period.



New and Transfer students who were admitted for the fall who did not enroll anywhere in CUNY and who have not responded to recruitment outreach for the Spring Session I.



If the State High School Equivalency Exam is offered, target students who complete that in time to get a Jump Start, rather than waiting for fall.

# Strategies

## Post-Add/Drop Period

- Enrolled students who have had the section of their Session I course cancelled, and who cannot be auto swapped into another section, but who could add a Jump Start section to replace it.
- Enrolled students who have withdrawn from one of the offered Jump Start courses during Session I.
- Enrolled students who have 9 or fewer enrolled Session I credits.
- Possible outreach to Four-Year Colleges for E-Permit students to help them make up SAP/add credits.

# Strategies

Create

Create Student Group for identifying and tracking Jump Start starting students  
(differentiate between those and new Spring semester students who start in March)



Create

Create Academic Calendar



Create

Create Financial Aid Calendar

# Concerns

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**This will create a parallel process to regular fall advisement, transfer credit evaluation, and NSPAR processes, so will either draw from existing staffing, or require additional support.**

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**Financial aid implications for staffing are a heavily manual process, given the calendar will not align with automated processes. Will require additional coordination.**



<b>Sunday</b>	<b>April 25</b>	<b>First day of Weekend classes – Six Weeks Session</b>
<b>Monday</b>	<b>April 26</b>	<b>First day of Weekday classes – Six Weeks Session</b>
<b>Tuesday</b>	<b>April 27</b>	<b>Last day to drop for 100% Tuition Refund / Last day to add a course or change course sections</b>
<b>Wednesday</b>	<b>April 28</b>	<b>Course Withdrawal drop “WD” period begins</b>
<b>Monday</b>	<b>May 3</b>	<b>Verification of Enrollment Rosters due to the Registrar to assign “WN” grades / Course withdrawal drop “WD” period ends</b>
<b>Tuesday</b>	<b>May 4</b>	<b>Withdrawal period begins</b>
<b>Monday</b>	May 31	College closed
<b>Monday</b>	June 7	<b>Withdrawal period ends / Last day of six weeks classes</b>
<b>Tuesday</b>	June 8	Reading day
<b>Wed - Mon</b>	<b>June 9 - 14</b>	<b>Final Examination / Six weeks session ends</b>
<b>Wednesday</b>	June 16	Grades and Attendance due by 4 pm

Spring 2021 – SIX WEEK  
Jumpstart SESSION

- 2021 SPRING SEMESTER – SIX WEEKS SESSION

Number of classes  
offered and enrollment  
at LaGuardia:

Initially 21 sections offered

54 course enrollments

46 individual students of which  
21 are new students (freshmen +  
transfer)

# Recruitment

- 595 Students were invited to Jump Start.
- 143 students were deemed eligible. There was a daily review of students who were still applying for Spring 2021 in the months of April and May to determine if they were eligible. They were not included in the initial 595 invited.
- 79 students responded to the email using the online form created for Jump Start to alert Admissions that they would like to participate.

# Outcomes

Of the 28 original students:

- 20 actually enrolled (71.4%) in Spring 1
- 4 additional students enrolled in Spring 2 only
- Overall 24 of the 28 (85.7%) enrolled during Spring 1 or 2

Of the 20 students enrolled in Spring 1:

- 81 credits attempted, 56 credits passed (69% pass rate)
- Average credits attempted of the enrolled 4.2
- Average GPA of enrolled students 2.05

# Headcount and Enrollment

Of the 20 enrolled students:

- 15 (75%) of the Spring session 1 students, are enrolled in Spring session 2, averaging 5.8 credits enrolled in session 2
- 4 Jumpstart students not enrolled in Spring are enrolled in Spring 2 averaging 4.1 credits
- 8 of 24 (33%) Jumpstart students that enrolled anytime in Spring 21 enrolled for Fall 21.

# FTE's

As of 6.21.21 the College would realize an additional 16.9 FTE's from Jumpstart for Spring 21 and Fall 21.

## FTE's

- Spring Session 1 - 5.4
- Spring Session 2 - 6.1

## Fall 2021

- Fall Session 1 - 5.4

# A comparison of LaGuardia's and BMCC Courses and Enrollment

## LaGuardia

Classes ran	Total Enrollment	Individual Students	New/new transfers	Continuing Students	Percent new	Percent continuing
3	54	46	21	25	45%	55%

## BMCC\*

Classes ran	Total Enrollment	Individual Students	New/new transfers	Continuing Students	Percent new	Percent continuing
53	749	749	412	337	55%	45%

## What worked?

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**Communication – emails and an information session.**

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**IS provided lists twice a week on Wednesdays and Fridays as scheduled.**

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**Provided the opportunity for current students to take an additional class.**

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**Jump Start gave students the opportunity to be considered for spring 2021 admissions after the start of the classes for the 12 Week term.**



# Impact on Fall 2021 Admission/Enrollment

- SIC had to delay updating Connect (Hobsons) for emails and VIP phases because Spring could not “turn off”. This was a hardship for an already taxed Data Team.
- It took too many staff work hours and too many staff for only a handful of students.
- We were not able to begin the fall 21 process in a timely manner.
- There was a delay in assigning codes to identify fall admits since the spring students were still using the codes.

# Concerns/Staff Comments

Jump Start review delayed Fast Track review for Fall 2021 by a month.

The delay negatively impacted recruitment/enrollment in ACE CS/MS and CLIP programs.

Too short a time to make significant impact or for students to enroll, do financial aid, speak with an advisor and create a schedule.

We did not offer classes the students wanted. Instead of asking students what they wanted, we asked faculty what they were willing to teach and as a result a lot of those classes had to be canceled - 18 sections were cancelled on 4/19/21.

Hobsons process needed work - which is understandable since it had to be done in a very short period of time.

Information about the initiative was shared with stake holders very late in the process.

# Concerns/Staff Comments

Students who were not eligible applied and explanations as to why had to be given individually.

Not enough time was given to advertise the program to possible eligible students.

The amount of manual work that was involved; sending requests to Central Office to populate PI scores for spring 21 HSE/GED students.

Admissions records were backdated.

CUNYfirst (CF) not programmed to select these students for financial aid disbursements, and R2T4 calculations.

Additional CF queries had to be created to identify students.

# Concerns/Staff Comments

Students who were processed and matriculated were mixed with those who needed to be processed. This required staff to check every single student to identify those who needed to be updated.

SIC did not receive student complaints until classes were cancelled.

There was a delay in outreach to spring No-Shows.

Manual work involved for each student - *Manual updates to student records potentially increases errors and places the college at risk for loss revenue. Potential increase in overpayments to students due to inadequate staffing.*

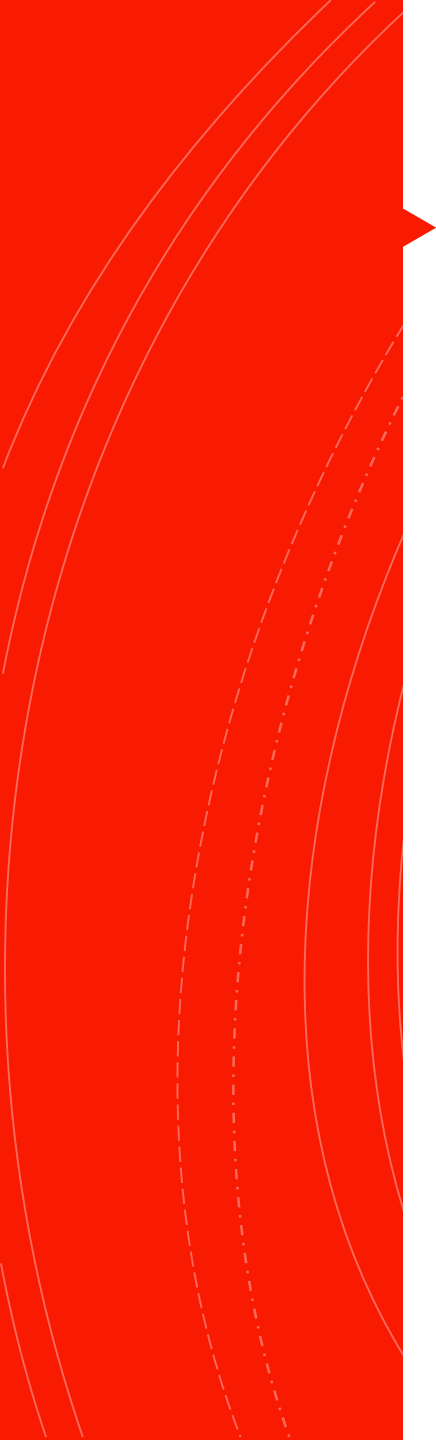
# Staff Feedback

*I would not recommend we run Jumpstart for Fall 2021 as it significantly delayed the entire process for Fall 2021. Jumpstart caused admittance, matriculation, advisement and registration for new students to be delayed by more than a month as Admissions and IS needed to switch the system from Spring to Fall and do clean-up.*

*Some of the students who started in Jumpstart to my knowledge were taken from our Fall 2021 cohort. This in return impacts our Fall 2021 numbers and would do the same for Spring 2022.*

*The current program as it is currently configured is time consuming, and all the work is manual. Our fall 2021 processes are already somewhat delayed since we have a later spring start due to our unique calendar. Based on the amount of additional time and effort that was required to review each student versus the number of additional students that this program yielded the program cannot be seen as cost effective.*

Lessons  
Learned



**LaGuardia's Academic Calendar currently has multiple sessions (12+6+3+3) that allows students to attend multiple sessions throughout the term.**



# LAGUARDIA COMMUNITY COLLEGE ACADEMIC CALENDAR 2021-2022

## 2021 FALL SEMESTER – SESSION I

Thursday	September 2	Opening Session for Faculty & Staff
Friday	September 3	New Student Orientation / Last day to apply for Readmission or Reinstatement from Suspension for Fall 2021 Session I Last day to drop for 100% tuition refund
Wednesday	September 8	<b>First day of Weekday classes – Fall Session I</b>
Thursday	September 9	<b>First day of Saturday classes – Fall Session I</b>
Saturday	September 11	<b>First day of Sunday classes - Fall Session I</b>
Sunday	September 12	Last day to drop for 75% tuition refund
Tuesday	September 14	<b>No classes scheduled</b> / Last day to add a course or change course sections / Financial Aid Certification / Last day to submit Independent Study contract
Wednesday	September 15	Independent Study contract
Thursday	September 16	<b>No classes scheduled</b> / Course withdrawal drop “WD” period begins
Monday	September 20	Last day to drop for 50% tuition refund
Saturday	September 25	Last day to drop for 25% tuition refund / Verification of Enrollment Rosters due to the Registrar to assign WN grades / Last day to declare Major for Fall semester
Tuesday	September 28	Course withdrawal drop “WD” period ends
Wednesday	September 29	<b>Withdrawal period begins</b>
Monday	October 11	<b>College closed</b>
Thursday	October 14	Last day to apply for the following Candidacies: Nursing (not including LPN), Occupational Therapist Asst., Physical Therapist Asst., and Veterinary Technology / Last day to apply for Fall 2021 Graduation
Tuesday	November 23	Irregular day – Classes follow Thursday schedule
Thurs - Sun	Nov. 25 - 28	<b>College closed</b>
Saturday	December 4	<b>Last day of Saturday classes / Fall Session I</b>
Sunday	December 5	<b>Last day of Sunday classes / Fall Session I</b>
Wednesday	December 8	<b>Withdrawal period ends / Last day of Weekday classes</b>
Thursday	December 9	Reading day
Fri - Thurs	Dec. 10 – 16	
Monday	December 20	Final Examinations / Fall Session I ends Grades & Attendance due by 4 pm
Fri - Sun	Dec. 24 - 26	<b>College closed</b>
Thursday	December 30	Last day to apply for Readmission or Reinstatement from Suspension for Fall 2021 Session II
Friday	December 31	<b>College closed</b>

## 2021 FALL SEMESTER – SESSION II

Saturday	January 1	<b>College Closed</b>
Sunday	January 2	Last day to drop for 100% tuition refund
Monday	January 3	<b>First day of Weekday classes – Fall Session II</b>
Wednesday	January 5	Last day to add a course or change course sections / Last day to submit Independent study contract
Thursday	January 6	Last day to add a course or change course sections / Last day to submit Independent study contract
Friday	January 7	Course withdrawal drop “WD” period begins
Saturday	January 8	Last day to drop for 50% tuition refund
Sunday	January 9	<b>First day of Saturday classes – Fall Session II</b>
Tuesday	January 11	<b>First day of Sunday classes -</b>
Wednesday	January 12	<b>Fall Session II</b> Last day to drop for 25% tuition refund / Course withdrawal drop “WD” period ends / Verification of Enrollment Rosters due to the Registrar to assign WN grades
Monday	January 17	Registrar to assign WN grades
Saturday	February 12	<b>Withdrawal period begins</b> <b>College closed</b>
Sunday	February 13	<b>College closed</b>
Monday	February 14	<b>Withdrawal period ends / Last day of Sunday classes</b> <b>Last day of Weekday classes –</b>
Tuesday	February 15	<b>Fall Session II</b> Reading day
Wed – Tue	Feb. 16 – 22	Final Examinations / End of Fall 2021 Term
Monday	February 21	<b>College closed</b>
Thursday	February 24	Grades & Attendance due by 4 pm
**Saturday	<b>February 19</b>	<b>**Last day of Saturday classes – Fall Session II</b>

\*\*Variance apply to Saturday classes only – Final Exams for Saturday classes will be scheduled on Saturday, Feb. 26 – Grades are due on Monday, Feb. 28 for Saturday classes

**Fall 2021 Session I & II registration begins on April 19, 2021** **Spring 2022 Session I & II registration begins on Oct. 15, 2021**

## 2022 SPRING SEMESTER – SESSION I

Tuesday	March 1	New Student Orientation
Wednesday	March 2	Last day to apply for Readmission or Reinstatement from Suspension for Spring 2022 Session I / New Student Orientation
Thursday	March 3	Opening Session for Faculty & Staff
Friday	March 4	Last day to drop for 100% tuition refund
Saturday	March 5	<b>First day of Saturday classes – Spring Session I</b>
Sunday	March 6	<b>First day of Sunday classes – Spring Session I</b>
Monday Thursday	March 7	<b>First day of Weekday classes - Spring Session I</b>
Friday	March 10	Last day to drop for 75% tuition refund
Friday	March 11	Last day to add a course or change course sections / Financial Aid Certification / Last day to submit Independent Study contract
Saturday	March 12	Course withdrawal drop “WD” period begins Last day to drop for 50% tuition refund
Wednesday	March 16	
Monday	March 21	Last day to drop for 25% tuition refund / Last day to declare Major for Spring semester / Verification of Enrollment Rosters due to the Registrar to assign WN grades / Course withdrawal drop “WD” period ends
Tuesday	March 22	<b>Withdrawal period begins</b>
Fri - Sun	April 15-24	<b>No classes scheduled</b> – Spring recess Irregular day – classes follow Friday schedule
Tuesday	April 26	Last day to apply for the following Candidacies: LPN, Nursing, Occupational Therapist Asst., Physical Therapist Asst., and Radiological Tech. / Last day to apply for Spring 2022 Graduation
Thursday	April 28	
Monday	May 30	<b>College closed</b>
Saturday	June 4	<b>Last day of Saturday classes – Spring Session I</b>
Sunday	June 5	<b>Last day of Sunday classes – Spring Session I</b>
Tuesday	June 7	<b>Withdrawal period ends / Last day of Weekday classes</b>
Wednesday	June 8	Reading day
Thurs - Wed	June 9 - 15	
Friday	June 17	Final Examinations / Spring Session I ends
Monday	June 20	Grades and Attendance due by 4 PM Graduation Ceremony / Commencement

## 2022 SPRING SEMESTER – SESSION II

Monday	June 20	Last day to apply for Readmission or Reinstatement from Suspension for Spring 2022 Session II Last day to drop for 100% tuition refund
Tuesday	June 21	refund
Wednesday	June 22	<b>First day of Weekday classes – Spring Session II</b>
Friday	June 24	Last day to add a course or change course sections / Last day to submit Independent study contract
Saturday	June 25	<b>First day of Saturday classes - Spring Session II</b> / Course withdrawal drop “WD” period begins
Sunday	June 26	<b>First day of Sunday classes – Spring Session II</b> / Last day to drop for 50% tuition refund
Thursday	June 30	Last day to drop for 25% tuition refund / Verification of Enrollment Rosters due to the Registrar to assign WN grades / Course withdrawal drop “WD” period ends
Friday	July 1	Course withdrawal drop “WD” period ends
Monday	July 4	<b>Withdrawal period begins</b>
Wednesday	July 6	<b>College closed</b>
Saturday	July 30	Irregular day – classes follow Monday schedule
Sunday	July 31	<b>Last day of Saturday classes – Spring Session II</b>
Wednesday	August 3	<b>Last day of Sunday classes – Spring Session II</b>
Thursday	August 4	<b>Withdrawal period ends / Last day of Weekday classes</b>
Fri - Thurs	Aug. 5 - 11	Reading day
Monday	August 15	Final Examinations / End of Spring 2022 Term Grades and Attendance due by 4 PM

### Explanation of Terms

**Withdrawal Drop** – A “WD” grade is assigned to students who drop a course after Financial Aid Certification Day in Session I until the last day to drop a course for 25% Tuition Refund. A “WD” grade indicates that student attended a class at least once before dropping it. A “WD” grade does not appear on the transcript and is not calculated into GPA.

**Withdraw** – Students may withdraw from classes after the last day to drop for 25% tuition refund through the last day to Withdraw; receive a “W” grade that is not calculated into GPA. Students who officially withdraw from a course are NOT eligible for a tuition refund.

**Evening Classes** begin at 4:35pm. To learn if the College is closed due to severe weather register for CUNYAlert at <http://www.cuny.edu/alert>  
Updated: June 8, 2021





**LAGUARDIA COMMUNITY COLLEGE ACADEMIC  
CALENDAR 2021-2022**

**3 WEEKS CLASSES**

**2021 FALL SEMESTER – SESSION 3W1 (FIRST 3-WEEKS)**

Sunday	January 2	Last day to drop for 100% tuition refund / Last day to add a course or change course sections
Monday	January 3	<b>First day of classes</b>
Tuesday	January 4	Last day to drop for 50% tuition refund
Thursday	January 6	Course withdrawal drop “WD” period begins
Saturday	January 8	Last day to drop for 25% tuition refund
Monday	January 10	Verification of Enrollment Rosters due to the Registrar to assign WN grades
Tuesday	January 11	Course Withdrawal Drop “WD” period ends
Wednesday	January 12	<b>Withdrawal period begins</b>
Monday	January 17	<b>College closed</b>
Wednesday	January 19	<b>Withdrawal period ends</b>
Monday	January 24	<b>Last day of classes</b>
Tuesday	January 25	Final Examinations / Fall Session 3W1 ends
Wednesday	January 26	Grades and Attendance due by 4 pm

**2021 FALL SEMESTER – SESSION 3W2 (SECOND 3-WEEKS)**

Sunday	January 30	Last day to drop for 100% tuition refund / Last day to add a course or change course sections
Monday	January 31	<b>First day of classes</b>
Tuesday	February 1	Last day to drop for 50% tuition refund
Thursday	February 3	Course withdrawal drop “WD” period begins
Saturday	February 5	Last day to drop for 25% tuition refund
Monday	February 7	Course withdrawal drop “WD” period ends
Tuesday	February 8	Verification of Enrollment Rosters due to the Registrar to assign WN grades
Wednesday	February 9	<b>Withdrawal period begins</b>
Sunday	February 13	<b>Withdrawal period ends</b>
Friday	February 18	<b>Last day of classes</b>
Monday	February 21	<b>College closed</b>
Tuesday	February 22	Final Examination
Wednesday	February 23	Grades and Attendance due by 4 PM

**Fall 2021 - Sessions I, II, 3W1 & 3W2 registration begins on April 19, 2021**

**Spring 2022 – Session I, II, 3W1, & 3W2 registration begins on Oct. 15, 2021**

**3WEEKS CLASSES**

**2022 SPRING SEMESTER – SESSION 3W1 (FIRST 3-WEEKS)**

Tuesday	June 21	Last day to drop for 100% tuition refund / Last day to add a course or change course sections
Wednesday	June 22	<b>First day of classes</b>
Thursday	June 23	Last day to drop for 50% tuition refund
Friday	June 24	Course withdrawal drop “WD” period begins
Saturday	June 25	Last day to drop for 25% tuition refund
Sunday	June 26	Course withdrawal drop “WD” period ends / Verification of Enrollment Rosters due to the Registrar to assign WN grades
Monday	June 27	<b>Withdrawal period begins</b>
Monday	July 4	<b>College closed</b>
Wednesday	July 6	<b>Withdrawal period ends</b>
Wednesday	July 13	Irregular day – classes follow Monday schedule / Last day of classes
Thursday	July 14	Final Examinations / Spring Session 3W1 ends
Friday	July 15	Grades and Attendance due by 4 pm

**2022 SPRING SEMESTER – SESSION 3W2 (SECOND 3-WEEKS)**

Sunday	July 17	Last day to drop for 100% Tuition Refund / Last day to add a course or change course sections
Monday	July 18	<b>First day of classes</b>
Tuesday	July 19	Last day to drop for 50% tuition refund
Wednesday	July 20	Course withdrawal drop “WD” period begins
Thursday	July 21	Last day to drop for 25% Tuition Refund
Friday	July 22	Course withdrawal drop “WD” period ends / Verification of Enrollment Rosters due to the Registrar to assign WN grades
Saturday	July 23	<b>Withdrawal period begins</b>
Sunday	July 31	<b>Withdrawal period ends</b>
Friday	August 5	<b>Last day of classes</b>
Monday	August 8	Final Examinations / Spring Session 3W2 ends
Thursday	August 11	Grades and Attendance due by 4 pm

**Explanation of Terms**

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## Summary

29 FT and 9 PT LaGuardia Staff members worked X hours, days, weeks at a personnel cost of X \$.

FTE revenue generated \$126,750.

## Contributors/Sources

- IR- Jeffrey Weintraub
- Admissions - LaVora Desvigne
- Recruitment – Shannon Lund
- Testing - Aleksey Abramov
- Registrar - Burhan Siddiqui
- SIC- Loretta Capuano
- Financial Aid- Lori Hughes
- BMCC – Registrar M.K. Alam
- EMPG

Thank you!

Questions?

