

2018 – 2019 SCHOOL YEAR	2018 FALL	2019 SPRING	YEARLONG
NEW SCHOOL SIGN-UP New schools wishing to take part in the CIHS program at UMC must complete the Prospective High School Application form and have their contract signed and all supporting materials submitted to UMC by this date.	March 12, 2018	October 8, 2018	March 12, 2018
INSTRUCTOR QUALIFICATION SUBMISSION All instructors wishing to teach in the CIHS program at UMC must submit their qualifications for approval to UMC by this date.	March 12, 2018	October 8, 2018	March 12, 2018
REQUEST NEW COURSE Instructors wishing to teach courses not yet approved by UMC CIHS must complete the Prospective Course/Instructor Application form.	March 12, 2018	October 8, 2018	March 12, 2018
COURSE REQUEST FOR SEMESTER SCHEDULE Instructors request for courses that are already approved by UMC, and must submit course syllabus using UMC Syllabus Template	March 21, 2018	October 22, 2018	March 21, 2018
REGISTRATION - START & END DATE All CIHS Student Registrations must be submitted to UMC by this date. New students wishing to enroll in the CIHS program must obtain permission for admission and registration from their high school.	April 4-25, 2018	Nov. 5-26, 2018	April 4-25, 2018
LAST DAY TO ADD WITHOUT PETITION To add student to the course, or register new students, go to this link: CIHS Registration Page	Sept. 21, 2018	Jan. 28, 2019	October 19, 2018
LAST DAY TO DROP WITHOUT "W" GRADE Complete the CIHS Registration Form , and submit to the CHIS Coordinator via email.	Sept. 21, 2018	Jan. 28, 2019	October 19, 2018
LAST DAY TO DROP WITHOUT PETITION (WITH "W" GRADE) Complete the CIHS Registration Form , and submit to the CHIS Coordinator via email.	October 19, 2018	March 8, 2019	January 18, 2019
FINAL GRADE SUBMISSION To find help with grading, go to this link: Grading Resources	January 23, 2019	June 8, 2019	June 8, 2019