

UMC CIHS Dates and Deadlines

2023 – 2024 SCHOOL YEAR – UMC CIHS	2023 FALL	2024 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.	Monday, March 6, 2023	Monday, October 2, 2023	Monday, March 6, 2023
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.	Monday, March 6, 2023	Monday, October 2, 2023	Monday, March 6, 2023
REQUEST NEW COURSE Instructors wishing to teach courses not yet approved by UMC CIHS must complete the Prospective Course/Instructor Application form.	Monday, March 6, 2023	Monday, October 2, 2023	Monday, March 6, 2023
COURSE REQUEST FOR SEMESTER SCHEDULE Instructors' request for courses that are already approved by UMC, also must submit course syllabus, using the online Instructor Course Request link.	Friday, March 31, 2023	Monday, October 16, 2023	Friday, March 31, 2023
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. CIHS student Admission & Registration Link: https://asp-prod1.crk.umn.edu/cihs-registration/app/default.aspx	Wednesday, April 12 - May 3, 2023	Monday, October 30 – November 20, 2023	Wednesday, April 12 - May 3, 2023
LAST DAY TO ADD WITHOUT PETITION To add student to a course after the online window closes, use this form: CIHS Registration Add/Drop Form	Tuesday, September 28, 2023	Monday, January 29, 2024	Tuesday, October 24, 2023
LAST DAY TO DROP WITHOUT "W" GRADE Complete the CIHS Registration Form, and submit to the CHIS Coordinator via email.	Tuesday, September 28, 2023	Monday, January 29, 2024	Tuesday, October 24, 2023
LAST DAY TO DROP WITHOUT PETITION (WITH "W" GRADE) Complete the CIHS Registration Form, and submit to the CHIS Coordinator via email.	Monday, October 23, 2023	Wednesday, March 13, 2024	Friday, January 19, 2024
FINAL GRADE SUBMISSION To find help with grading, go to this link: Grading Resources	Wednesday, January 24, 2024	Thursday, June 6, 2024	Thursday, June 6, 2024

Please attach this to your plan book as a reference.