



New River CTC's Website Calendars

Academic/Workforce Education Calendar – Academic Affairs Assistant(s)

The academic calendar informs the College community, both internally and externally, of the schedule of terms for the academic year. It provides dates pertaining to registration and commencement of each term, deadlines and dates pertinent to each term, as well as recesses that affect the College schedule. The academic calendar begins in August with the fall term and ends in July with the conclusion of the final summer term.

Calendar of Reports – IT and Institutional Research

The calendar of reports inform the College community of all report due dates to the Council, HEPC, and state, federal and higher education agencies. All reports and their due dates should be reported to the Director of Institutional Research or the Database Administrator Sr. for inclusion on the calendar.

Holidays – Human Resources – Human Resources Representative

New River CTC's holidays as submitted by the Classified Staff Council and approved by the President.

Internal Meetings – Calendar Managers – Multiple Employees

The internal meeting calendar informs the faculty and staff of departmental, divisional, Reaccreditation Committee, Faculty Senate, Classified Staff Council, Planning Council, Extended Cabinet, Educational Advisory Council and President's Cabinet meetings – dates, times, locations. These can be set up as regular and recurring events but make sure to always edit when changes occur.

Public Events – Calendar Managers – Multiple Employees

The public events calendar informs the College community of participation in community events by the Enrollment Management team such as recruiting events, business shows, etc. Also included, but not limited to, events sponsored by the College that are open to the public such as lectures, public forums, entertainment programs, information sessions and other events open to the community.

Regional Director of Operations – Mercer and Raleigh Counties – Assistant

Regional Director of Operations – Greenbrier, Monroe, Pocahontas and Summers Counties – Assistant

Regional Director of Operations – Fayette, Nicholas and Webster Counties – Assistant

The Campus/Center calendars informs the College community, both internally and externally, of activities and events scheduled, including but not limited to SGA events, community events, etc.