

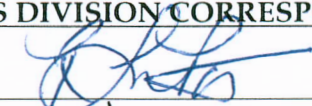


AMERICAN SAMOA COMMUNITY COLLEGE  
Divisions of Academic Affairs and Student Services  
Academic Affairs Divisional Office  
Post Office Box 2609  
Pago Pago, American Samoa 96799  
684-699-9155

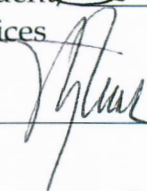
## MEMO

July 11, 2017

### ASCC ACADEMIC AFFAIRS AND STUDENT SERVICES DIVISION CORRESPONDENCE

TO Dr. Rosevonne Makaiwi Pato, President, 

VIA Dr. Lina Galeai Scanlan, Vice President,   
Academic Affairs and Student Services

Dr. Mikaele Etuale, Vice President,   
Administration and Finance

FROM Mrs. Evelyn V. Gibbs Fruean, Acting Dean,   
Academic Affairs Division

### SUBJECT ASCC ADDENDUM TO ASCC CATALOG 2016-2018 132807132017

Your review and approval in writing for the addendum hereby submitted to amend the dates in the ASCC Catalog 2016-2018 is appreciated.

Fall Semester 2017 day of attendance are not in sync with Fall Semester 2016; this will affect contact hours. Fall Semester 2016 reflects 109 days of attendance, which equals 15 weeks of instruction and the sixteenth week for finals.

Fall Semester 2017 shows 117 days of attendance, which equals to 16 weeks of instruction and the seventeenth week as finals. This <sup>4.15</sup> is incorrect.

### REMOVE

December 08	Instruction Ends
December 08	Last Day to Complete Withdrawal from ASCC
December 08-13	Early Add and Drop for Spring and Summer 2018
December 11-14	Final Examinations
December 18	Fall 2017 Graduates' Grades Due
December 22	Fall 2017 Commencement Exercise
December 29	All Fall 2017 Semester Grades Due

Dr. Lina Galeai Scanlan  
Vice President, Academic & Student Affairs

Dr. Rosevonne Makaiwi Pato  
ASCC President

Dr. Mikaele Etuale  
Vice President, Administration & Finance

**REPLACE**

<b>December 01</b>	<b>Instruction Ends</b>
December 01	Last Day to Complete Withdrawal from ASCC
December 08-13	Early Add and Drop for Spring and Summer 2018\
<b>December 04-07</b>	<b>Final Examinations</b>
December 11	Fall 2017 Graduate Grades Due
<b>December 15</b>	<b>Fall 2017 Commencement Exercise</b>
December 22	All Fall 2017 Semester Grades Due

Direct any and all inquiries, comments, and/or recommendations to the Academic Affairs Office at extension 381 or 325 or email: [e.fruean@amsaoa.edu](mailto:e.fruean@amsaoa.edu).

xc: Dean of Academic Affairs  
Dean of Student Services  
Registrar  
Admissions Officer  
Department of Finance  
Student Financial Aid Office

**Dr. Lina Galeai Scanlan**  
Vice President, Academic & Student Affairs

**Dr. Rosevonne Makaiwi Pato**  
ASCC President

**Dr. Mikaele Etuale**  
Vice President, Administration & Finance