

# PVC Spring 2025 Correspondence Dates

Term

Starts **January 13** Ends **May 30**

**Week 1: Jan 13-17**

**Week 2: Jan 21-24**

**Week 3: Jan 27-31**

**Week 4: Feb 3-7**

**Week 5: Feb 10-13**

**Week 6: Feb 18-21**

**Week 7: Feb 24 - 28**

**Week 8: Mar 3-7**

**College Spring Break: Mar 10-14**

**Week 9: Mar 17-21**

**Week 10: Mar 24-28**

**Week 11: Mar 31-Apr 4**

CDCR Ed Spring Break - possible delays

**Week 12: Apr 7-11**

**Week 13: Apr 14-18**

**Week 14: Apr 21-25**

**Week 15: Apr 28-May 2**

**Week 16: May 5-9**

**Week 17: May 12-16**

**Week 18: May 19-23**

**Week 19: May 27-30**

**Week 1:**

- Student receives full-course course packet
- PCSEs receive all exams already supplied by the instructor and plan how to appropriately administer the exams (proctor and take-home) according to the syllabi.

**Week 3: Faculty Deadline**

- All **midterm exam** materials must be to Rising Scholars Office by January 27

**Week 4:** PVC mails all exams received from faculty by 2/3 to CDCR that students need to complete the week of March 10th or after.

**Week 7/8:** CDCR Education Staff receives the box of materials (from week 4), will sort the materials, develop lists of students to submit to custody to ductet all PVC students for March 10-21 proctored midterm exams, and to have the take-home midterms signed out by students.

**Week 8: Faculty Deadline**

- All **FINAL exam** materials must be to Rising Scholars Office by Feb 24th

**March 10-21:** 2-Week Window CDCR available to proctor Midterms.

**Week 9:** PVC mails all Final exams to CDCR that students need to complete by the end of the term. Including final exams and projects.

**Week 11:** CDCR Education Office closed for Spring Break. No Education Staff available this week.

**Week 12/13:** CDCR Education Staff receives the box of materials (from week 9), will sort the materials, develop lists of students to submit to custody to ductet all PVC students for the following week to have the take-home exams signed out by students. CDCR staff will wait to proctor final exams. Other exams will be disbursed per the instructions.

**May 10-23:** 2-Week Window CDCR available to proctor Finals.

# PVC Spring Correspondence Path

Deadline for weekly feedback from instructor:

**Rising Scholars Office**

**Tuesday by 4pm**

Rising Scholars Office Mails to CDCR Locations:

**Wednesdays**

**by noon**

Rising Scholars Students are likely receiving the feedback about

**3 weeks from the date mailed by the Rising Scholars Office**

*Instructors will be notified of any additional updates or changes to the schedule, as required*



## CDCR Education Staff Information:

- CDCR staff ductet students to:
  - Pick up books and course materials
  - Sign out take-home exams and to proctor exams
- Duckets take about a week to process
- CDCR staff are working with 5 different colleges, averaging about 400 students per term, so typically they will give each college a specific day of the week. This is not consistent from institution to institution, or yard to yard.
  - **CRC:** 2 PCSEs are supporting 50 onsite Norco sections, ~30 Coastline Canvas students, ~700 PVC students in about 200 sections, ~40 UCR students with onsite classes, ~40 Pitzer students with onsite classes
  - **ASP:** 3 PCSEs are supporting ~800 PVC students in about 200 sections on 6 different yards, in addition to Feather River, Coastline, Coalinga.
- Course Materials arrive in the CDCR Warehouse and will sit to be processed which typically takes 3 weeks before it gets routed to the Education Yard.
- When the CDCR Education Staff receive the box of materials, they will sort the materials further, develop lists of students to submit to custody to ductet all PVC students.