

Updated: 12/2/20

Course Title: 2021 UVM Extension Master Gardener Course

Semester/Year/Credit: Spring Semester, 2021 *Non-Credit, Extension Course

Location: Online, using the national eXtension course website. Optional, live Q&A sessions with instructors are broadcast online each Thursday from 6:00-7:00 pm. Several free in-person gardening workshops will be offered at the UVM Hort Farm during the summer to all students.

Course Schedule:

Registration Ends for Track 1: January 8, @4:30pm

Registration Ends for Track 2: January 15, @5:00pm

Registration Ends for Track 3: Remains open, course materials access ends on July 31, 2021

Course opens for Track 1: Friday, January 8, @5:00 pm

Course opens for Tracks 2 & 3: Friday January 15, @ 5:00 pm

Deadline to Switch Tracks: Friday, January 29, @ 5:00 pm

Final Date to Drop Course: March 1 @4:30pm (Office closed at this time).

Course Final Assignments due: Friday, May 14 at @11:59pm. No exceptions.

Course Ends: Friday, May 21

Course Description:

Home Gardeners in Vermont who take this course will learn a wide range of subject matter including backyard vegetable gardening, perennials and annuals, soil fertility, and tree care. Learn from UVM Extension faculty and industry experts about botany basics, pest and plant disease control, and sustainable landscape practices. All topics are geared to help you become a more informed gardener.

Program Contact Information:

Please go to our website to read about staff roles and how to contact us.

<https://www.uvm.edu/extension/mastergardener/contact-us>

Learning Objectives:

After completing this course, all students will be able to:

- Understand the general Vermont growing conditions for major plant types including vegetables, trees, and shrubs, perennials, annuals, turfgrass, and container plants.
- Use UVM Extension, Master Gardener, eXtension, Zoom, and other online resources for learning.
- Perform research on garden topics using University resources including research-based information to diagnose plant problems and provide management recommendations.
- Articulate the meaning of science-based horticulture and integrated pest management, and the importance of relaying that to the general public and community-based gardening projects.
- Understand the principles and decision-making process of Integrated Pest Management (IPM) for guiding pest management recommendations to the public.

- Communicate the relative benefits and risks of no action, cultural/physical, biological, and chemical management strategies, and effective pest management strategies that pose the lowest risks to human health, non-target organisms, habitats, and water quality.

After completing Track 1 students will be able to:

- Create gardening learning environments in the community with other Master Gardener volunteers.
- Articulate the mission of the UVM Extension Community Horticulture Program, including the roles and responsibilities of volunteers, program staff, and local Chapters/Clubs.

Volunteering:

Track 1 students should carefully assess their capacity to complete the 40-hour hands-on internship in order to become a certified master gardener volunteer. Please read carefully below what is required during your internship, and of EMG volunteers more broadly.

What does it mean to be a Master Gardener Volunteer?

UVM Extension Master Gardener volunteers are considered representatives of the university and they share research-based horticulture knowledge with the public through the helpline, talks, and displays at fairs, farmers' markets, and other outlets, or assist with UVM Extension Master Gardener approved community projects.

Upon successful completion of the course, students in Track 1 go on to become Certified Vermont Master Gardener volunteers by completing a hands-on internship of forty hours working on approved Master Gardener projects under the guidance of already certified Master Gardeners.

A few things to read carefully if you are a Track 1 student:

Track 1 students must complete the 40-hour internship during the 2 years after taking the course. If you do not complete your 40 hours in the 2-yr. time period, then you will need to apply to "reactivate" your status in order to re-join the program at a later date and re-try for your volunteer certification.

The purpose of the 40-hour internship is to get hands-on experience after the course working under the mentorship of experienced master gardener volunteers. We're sorry but interns cannot start new projects unless there is an extenuating circumstance, such as limited internship opportunities near where you live. Only certified Master Gardener volunteers can start new on-going (year to year) projects.

All volunteer hours for certified volunteers must be done at approved on-going projects. (Please review the list on our website) or on one-time requests that come from partner organizations through the state office.

The UVM Extension Community Horticulture Program is a self-funded organization. We track member certifications and provide continuing education opportunities for our volunteers. In return certified volunteers pay an annual certification renewal fee. This fee is \$25 a year for active volunteers who are contributing 25 or more volunteer hours per year. These funds are used to help pay for volunteer project materials and advanced training.

Active volunteers who are unable to complete the 25 volunteer hours in one year due to an extenuating circumstance (health or family issue) can then choose to go "on hold", for up to two years' time. After two years you must start volunteering or you will be moved to alumni status.

During this period, you should still be reporting your status and any hours you have completed to the program. If you were able to volunteer between 1 and 25 hours, please be sure to still report those to the program using the volunteer hours form.

Alumni Status. At some point in time, many certified master gardeners are no longer able to volunteer on a year to year basis. These folks are moved over to our alumni list and removed from our active volunteer listserv communications. Alumni still receive the bi-monthly program newsletter updates via mail chimp and can apply to re-activate at any time.

Switching Tracks:

Should you find that you are no longer able to complete the volunteer internship (Track 1) requirements then you should notify the course coordinator by **Friday, January 29, @ 5:00 pm**. When you switch to Track 2 (course only) or Track 3 (self-paced) you are no longer eligible to become a Master Gardener Volunteer, but if you complete the course requirements for Track 2, you do receive recognition of course completion. At the end of the course, you will be eligible to download and print the *Home Horticulture Certificate of Completion* from the website.

Dropping the course:

The final date to drop the course for a refund or to take it next year is **March 1st**. Please carefully consider the workload and scheduling commitments prior to signing up for the course as there are no exceptions to this policy.

If you find you are unable to continue in the course at any point before March 1st, please notify the course coordinator by phone as soon as possible. This includes illness, family issues, moving, job issues, other life crises, etc. Please note that all medical issues do require a note from your doctor. Unfortunately, we cannot provide a refund, however, prior to March 1st you can drop out of the course and be set up to re-take it again next year. If you would like to do this please notify the coordinator via phone as soon as possible to explain your unforeseen circumstance and provide your medical note. Please do not contact the coordinator via the website regarding this matter.

If you have an unforeseen circumstance, that occurs after March 1st then you may switch to Track 3 (self-paced), but you will not be able to drop the course, take it next year, or be given a refund. You may continue in the course as a Track 3 (self-paced) student (see the section below). Track 3 students do not receive a certificate of completion and are not eligible to go on to volunteer and become a Master Gardener. As noted above please contact the coordinator on the phone to explain your unforeseen circumstance, provide your medical note, and be moved to the Track 3 (self-paced) option.

If you prefer learning at your own pace, or in the event that you sign up for Track 1 or 2 but realize you are unable to keep up with the course schedule, but you would still like to have access to the course materials for your own learning then you can choose this option. Please notify the coordinator as soon as possible, that you would like to switch to Track 3. This means you will still have access to the course website, reading, lectures, and other materials, but you will not receive grades, a certificate of completion, and you cannot go on to volunteer. Access to the course materials will be available to all students until July 31.

Required Course Materials:

Computer/Internet:

All of the content for this course is provided online. You will need basic computer skills, such as knowing how to download files and search websites to access the materials successfully. If you have reliable, high-speed internet access and can hear sound through your computer's speakers, you should be able to participate regardless of the type of computer or operating system you use. However, if you have an older, slower computer, or out of date software you may face some challenges with things downloading slowly or newer versions of software such as PowerPoint that does not work for you. Prior to signing up for the course please assess your equipment, and be aware that having an up-to-date computer will impact the ease with which you are able to navigate the course and access the materials. Please note that the course coordinator is unavailable to help with your personal computer issues.

Internet speed:

Video conferencing works best when you have a 1.5 mgs download speed and a 1.5 mgs upload speed. If you are unsure of your speed, **PLEASE check with your internet provider** prior to the course so you are able to have the best experience possible. Slow download/upload speeds can result in sound issues and this is not something our staff can resolve for you.

PowerPoint:

Several lectures are provided in PowerPoint. If you do not have version 2010 or later you might experience difficulty downloading the content.

Course Reading

Penn State Master Gardener Manual - This is where you will find your weekly chapter reading assignments, which are indicated in the student syllabus. Some readings will be available via the web, and the web link is provided in the online syllabus. This gardening manual was developed by Penn State University but was intended for use by Master Gardener Programs throughout the North East. Although we would love to have a manual specific to Vermont the current grant funding and staffing capacity does not compensate for a large project like this at this time.

Landscape Plants for Vermont – Required book for Vermont students. Optional for out of state students. An excellent resource to help Vermont residents select trees, shrubs, vines, or woody ground cover plants that are native to Vermont. Students receive a special discount.

Attendance Expectations:

There are no attendance expectations for the live online Q&A sessions. If you miss a live online Q&A session you should plan to watch the recording. Each session will be recorded and archived under each module, (barring any technical difficulty). Students are expected to watch any missed Q&A sessions, and complete the missed assignments before the appropriate deadlines. Please note that Q&A video lecture postings **cannot be guaranteed due to tech issues that sometimes occur** with the software that runs our webinars, (this is not in our control) so whenever possible, **it is recommended to attend live.**

Course Website & Your Personal Email:

All course materials will be located on this website: **campus.extension.org**. A website account (username and password) is necessary for access. You will need to login to the website each time to return to the course in your web browser, (see instructions below). Please be sure to carefully read the entire course website and scroll all the way down it for the full course and

assignment schedule. **Please plan to access this website weekly and your personal email daily** to keep up with the course. Please read all emails sent to you by the course coordinator. These emails contain important updates that you will need to keep up with weekly.

Course Communication:

All messages to the course coordinator should be directed through the website, by clicking on the message block then finding the coordinator's name/photo and direct messaging her by clicking on **her name**, and then clicking on, "**message**" (This is a private one-on-one communication). Please do not email the coordinator directly. Questions and conversations are all tracked on the website in one location.

If you have questions for other students you may post those on the **Student Forum**. Questions posted to the student forum will be emailed out to every student in the course.

If you do not wish to receive forum emails, you can unsubscribe anytime by clicking "**unsubscribe**" at the bottom of the email. You can also set the emails to **digest mode**, so you receive just one email daily. If you unsubscribe please be sure to check the Forum on the website regularly to keep up with the student conversations and questions that might apply to you.

How to Login to the Course:

1. *log in to the course portal. The course is housed at eXtension's Online campus at campus.extension.org. If you have not yet been to this site, you will need to create an account. To do so, go to "Log in" and click on "Create a new account." You will need to complete some basic information and confirm your account via email.*

2. *On the home page of the eXtension Online Campus, you can find the course by searching in the course catalog.*

Grading Criteria/Policies:

To pass the course, you must receive at least **185** out of 231 possible points for Track 2 and **201** out of 251 possible points for Track 1. You must also receive 4 out of 5 points (80%) on each of the quizzes, and 14.7 out of 21 points on the final exam, (70%). You can take the quizzes and exam 2 times if necessary. You must also fill out both the pre-course and post-course surveys. Missing these survey assignments means you do not pass the course regardless of the number of points you have earned.

In addition to the above, Track 1 students must also complete the following assignments in order to pass: (Track 1) Q&A Question, and the Volunteer Application/Background check assignments. Missing these assignments means you do not pass the course regardless of the number of points you have earned.

Track 2 students may participate in the volunteering module as extra credit if they are interested in learning more about the volunteer program. To participate, please message the course coordinator so she may grant you access.

Please see the number of points associated with each assignment below.

TRACK 1	TRACK 2
<p>COURSE INTRO ASSIGNMENTS:</p> <ol style="list-style-type: none">1. Pre-Course Survey (required to pass) = 2 points2. Course introduction post & Profile Information= 1 point <p>Course Introduction Total = 3 points</p>	<p>COURSE INTRO ASSIGNMENTS:</p> <ol style="list-style-type: none">1. Pre-Course Survey (required to pass) = 2 points2. Course introduction post & Profile Information= 1 point <p>Course Introduction Total = 3 points</p>
<p>ASSIGNMENTS:</p> <ol style="list-style-type: none">1. Q&A Questions (5 points each x 13 questions) = 65 points (+5 points for pre course module)2. Quizzes (5 points each x 14) = 70 points3. Activities (5 points each x 14) = 70 points4. Volunteering Q&A question= 5 points5. Volunteering Quiz= 5 points <p>Assignments Total= 225 points</p>	<p>ASSIGNMENTS:</p> <ol style="list-style-type: none">1. Q&A Questions (5 points each x 13 questions) = 65 points (+5 points for pre course module)2. Quizzes (5 points each x 14) = 70 points3. Activities (5 points each x 14) = 70 points <p>Assignments Total= 205 points</p>
<p>FINAL ASSIGNMENTS</p> <ol style="list-style-type: none">1. Post-Course Survey (required to pass) = 2 points2. Final Exam (14.7 points or 70% or better required to pass) = 21 points <p>Course Final Assignments Total= 23 points</p>	<p>FINAL ASSIGNMENTS</p> <ol style="list-style-type: none">1. Post-Course Survey (required to pass) = 2 points2. Final Exam (14.7 points or 70% or better required to pass) = 21 points <p>Course Final Assignments Total= 23 points</p>

<u>EXTRA CREDIT POSSIBLE</u>	<u>EXTRA CREDIT POSSIBLE</u>
<ol style="list-style-type: none"> 1. Feedback .5 points x 14 =8 points 2. Student Discussions 1-point x 14 =14 points <p>Total possible extra credit points=14 points</p>	<ol style="list-style-type: none"> 1. Feedback .5-points x 14 =8 points 2. Student Discussions 1-point x 14 =14 points <p>Total possible extra credit points=14 points</p>
Total points possible= 251 points (plus 8 extra credit)	Total points possible= 231 points (plus 8 extra credit)
Total points required for 80% to pass= 201 points	Total points required for 80% to pass= 185 points

Late Work:

Due to the large volume of students enrolled in this course at one time (85+ students), late assignments **are not** accepted. We completely understand that extenuating circumstances occur often which is why **we only require 80% to pass** the course, 80% on quizzes, and 70% to pass the final exam, allowing you to miss a few assignments should something happen during the course. We also offer 14 extra credit points that you can earn through discussions and feedback.

Unfortunately, due to the set-up of the website and the large class size (95+ students), the coordinator does not have time to re-grade missed assignments. **Please carefully assess your ability to meet the requirements of the course and keep up with the weekly assignments before you enroll.** If you do not want to keep up with the schedule, or assignment due dates please choose the self-paced option by **January 29**. **This is a firm policy, please do not ask for late credit.**

Weekly Format & Assessments:

Each week students are required to watch a lecture, do readings, post one discussion question prior to the live Q&A session, and complete the 5-question quiz and weekly activity.

Weekly Activities:

Each week students are required to complete one activity. These are due by Friday at 11:59 pm each week.

Weekly Q&A Questions:

Please note that all discussion questions must reference the lecture or the reading. Questions should be based on a topic already covered in the material that you would like to learn more about. Tangential discussion questions that do not specifically refer to the required reading in the handbook or pre-recorded lecture (ppt slides), are unrelated to the topics covered, or ask for personal gardening advice will not receive full credit, (3-4 points out of 5). Please note that when you submit discussion questions you should write the page # or slide number before the

question in parenthesis. **For example: (Slide #1) or (Pg. #4).** Please do not format the reference in any other format than the one noted above.

Weekly Student Discussions:

Each week we will pose a question for students to discuss together. This is not a required activity, but it can be valuable for building relationships with other students and deepening your learning and understanding of the weekly topic. You will get 1 extra credit point for each discussion you participate in.

Weekly Feedback:

Students are welcome to post feedback for each module under the link entitled, "**Give Feedback**" This is not a required assignment, but your feedback is helpful and does get sent to each of the course instructors so you do get 1 extra credit point for each one you submit. Please be sure to **refrain from commenting on tech or format**, and keep feedback focused on **the content of the materials provided by the instructors**. The instructors do not control the tech or format of the course. If you have tech or format feedback you may either message the coordinator or submit your comments in the post-course survey at the end of the course.

Weekly Quizzes:

Each week there is a 5-question multiple-choice/true/false quiz. The quizzes are auto-graded. You may take each of the quizzes 2 times if necessary and are required to receive a 4 out of 5 points (80%) to pass the course.

Final Exam:

There is a 21-question final exam at the end of the course. The 21-question exam is open-book and multiple-choice, and you may take it two times if necessary.

Weekly Unit Access:

The course is set up so that each week's material will become available every Friday at 5 pm. On the website you will see that the link for the week's that have not opened will be locked and you will not be able to view the material until they week is open. This allows the coordinator time to work with the instructors, as well as set up the online technology platforms that run each module and each lecture. Should you wish to do work in advance you can do the reading listed in the course schedule below. The lectures will not be available ahead of the module opening.

Q&A Questions due: Every Wednesday by 11:59 pm

OPTIONAL Live Q&A Sessions: Every Thursday from 6:00-7:00 pm

Quiz & Other Activity Assignments Due: Every Friday by 11:59 pm. Please note: If you miss a quiz or score too low and you are a Track 2 student, you will not be able to print your certificate of completion as the quizzes are required to be passed at 80% in order to complete the class.

Post Introduction & Profile Information:

This should also be done during the introduction module. Post an introduction of yourself in the Student Open Forum. Please also post a photo and brief description of yourself in your profile. See the upper right of the screen and click on your name, and then "edit profile" to add your

information. Please use a photo of your face, not an object. This helps us to get to know each other.

Course Pre-Survey & Post-Evaluation:

All students are expected to complete a survey at the beginning of the course as well as an evaluation at its conclusion. The surveys will be kept confidential, and the information gained, including constructive criticisms, will be used to improve the course. Please note, if you miss these assignments then you will not pass the course. This survey also lets the course coordinator know which track you wish to sign up for. Your options are as follows:

Track 1 (Volunteer Certification)-You are going on to become a certified Master Gardener volunteer after completing 40 intern volunteer hours.

Track 2 (Course Only)-You will be receiving a certification of completion that you print at the end of the course if you keep up with the assignments.

Track 3 (Self-Paced)-You wish to take the course at your own pace, and will not go on to volunteer, nor will you receive a certificate of completion.

Student Learning Accommodations:

Closed Captions

All of our lectures have closed captions embedded. Click on the CC button in the lower right-hand corner of the video. If you require closed captions for the live Q&A sessions on Thursday nights, please notify the coordinator via the website message app at least one week in advance.

In keeping with university policy, any student with a documented disability interested in utilizing accommodations should contact SAS, the office of Disability Services on UVM's campus. SAS works with students and faculty in an interactive process to explore reasonable and appropriate accommodations, which are communicated to faculty in an accommodation letter. All students are strongly encouraged to meet with the course coordinator to discuss the accommodations they plan to use in the course. A student's accommodation letter lists those accommodations that will not be implemented until the student meets with the coordinator to create a plan.

Contact Student Accessibility Services (SAS):

A170 Living/Learning Center
802-656-7753
access@uvm.edu
<http://www.uvm.edu/access>

Weekly Schedule:

January 8-15 (TRACK 1 Students Only. Track 2 students can keep working on Course Intro Assignments, or start doing some of the reading for the Botany section)

Volunteering: Beret Halverson & Cindy Heath

Reading: Penn State Chapter 1: Teaching and Communication

Volunteer Application & Background Check Form

Volunteer Handbook (Please carefully review all dropdowns)

Volunteer Projects (Please carefully review all dropdowns)

Video: How to answer people's questions!

How to Volunteer (Tips & Tricks)

Video: Volunteer's describe their experiences

- Wednesday, January 13: Q&A question due @ 11:59 pm
- Thursday, January 14: Live Q&A with Beret Halverson & Cindy Heath, 6-7 pm on Zoom (or watch the recording after)
- Friday, January 15: All assignments due @ 11:59 pm

January 15-22

Course Introduction:

All assignments for this module are on the course website.

- Thursday, January 21: optional online meeting to get oriented to the course and meet others
- Friday, January 22: All assignments due @ 11:59 pm

January 22-January 29

Botany, Amy Ivy

Reading: Penn State MG Manual: Chapter 2

- Wednesday, January 27: Q&A question due @11:59 pm
- Thursday, January 28: Live Q&A with Amy Ivy, 6-7 pm on Zoom (or watch the recording after)
- Friday January 29: All assignments due @ 11:59 pm

January 29-February 5

Soil Health, Wendy Sue Harper

Reading: Penn State MG Manual: Chapter 4

- Wednesday, February 3: Q&A question due @ 11:59 pm
- Thursday, February 4: Live Q&A with Wendy Sue Harper, 6-7 pm on Zoom (or watch the recording after)
- Friday February 5: All assignments due @ 11:59 pm

February 5-12

Herbaceous Perennials, Amy Ivy

Reading: Penn State Manual: Chapter 17

- Wednesday, February 10: Q&A question due @ 11:59 pm
- Thursday, February 11: Live Q&A, 6-7 pm (or watch the recording after)
- Friday February 12: All assignments due @ 11:59 pm

February 12-19

Basic Entomology, Vic Izzo

Reading: Penn State MG Manual: Chapter 7 pages 147-172

- Wednesday, February 17: Q&A question due @ 11:59 pm
- Thursday, February 18: Live Q&A 6-7 pm (or watch the recording after)

- Friday February 19: All assignments due @ 11:59 pm
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February 19-26: Vacation Week! No Q&A or reading this week.

February 26-March 5

Entomology IPM, Vic Izzo

Reading: Penn State MG Manual: Chapter 7 pages 172-201

- Wednesday, March 3: Q&A question due @ 11:59 pm
- Thursday, March 4: Live Q&A with Vern Grubinger, 6-7 pm (or watch the recording after)
- Friday March 5: All assignments due @ 11:59 pm

March 5-12

Small Fruits, Vern Grubinger

Reading: Penn State MG Manual: Chapter 14

- Wednesday, March 10: Q&A question due @ 11:59 pm
- Thursday, March 11: Live Q&A with Becky Maden, 6-7 pm (or watch the recording after)
- Friday, March 12: All assignments due @ 11:59 pm

March 12-19

Veggie Gardening, Rebecca (Becky) Maden

Reading: Penn State Manual Chapter: 10

- Wednesday, March 17: Q&A questions due @ 11:59 pm
- Thursday, March 18: Live Q&A, 6-7 pm (or watch the recording after)
- Friday March 19: All assignments due @ 11:59 pm

March 19-26

Vegetable Garden Planning, Wendy Sue Harper

Reading: Penn State MG Manual: Chapters

- Wednesday, March 24: Q&A questions due @ 11:59 pm
- Thursday, March 25: Live Q&A, 6-7 pm (or watch the recording after)
- Friday March 26: All assignments due @ 11:59 pm

March 26-April 2

Tree Fruit, Terry Bradshaw

Reading: Penn State MG Manual: Chapters 12 & 13

- Wednesday, March 31: Q&A questions due @ 11:59 pm
- Thursday, April 1: Live Q&A, 6-7 pm (or watch the recording after)
- Friday, April 2: All assignments due @ 11:59 pm

April 2-9

Plant Diseases, Ann Hazelrigg

Reading: Penn State MG Manual: Chapters 6 & 8

- Wednesday, April 7: Q&A questions due @ 11:59 pm

- Thursday, April 8: Live Q&A, 6-7 pm (or watch the recording after)
- Friday, April 9: All assignments due @ 11:59 pm

April 9-16

Native and Pollinator Plants, Jane Sorensen

Reading:

- [What is Pollination?](#)
- [Animal Pollination](#)
- [Plant Strategies](#)
- [Why is Pollination Important?](#)
- [Pollinator Friendly Practices](#)
- [Gardening for Pollinators](#)
- [Pollinator-Friendly BMPs for Federal Lands](#)
- [Pollinator of the Month](#)
- [The Monarch Butterfly](#)

- Wednesday, April 14: Q&A questions due @ 11:59 pm
- Thursday, April 15: Live Q&A, 6-7 pm (or watch the recording after)
- Friday, April 16: All assignments due @ 11:59 pm

April 16-23: Vacation Week! No Q&A or reading this week.

April 23-30

Reading: Penn State MG Manual: Chapters 15 & 21

Landscape Design & Garden Wildlife, Judith Irven

- Wednesday, April 28: Q&A questions due @ 11:59 pm
- Thursday, April 29: Live Q&A, 6-7 pm (or watch the recording after)
- Friday, April 30: All assignments due @ 11:59 pm

April 30-May 7

Reading: Penn State Manual Chapter 16

Woody Ornamentals, Joanne Garton

- Wednesday, May 5: Q&A question due @ 11:59 pm
- Thursday, May 6: Live Q&A 6-7 pm on Zoom (or watch the recording after)
- Friday, May 7: All assignments due @ 11:59 pm

May 7-14

Final Assignments

- This is a self-paced module. Finish these assignments at your own pace this week.
- Thursday, May 7, 6-7 pm optional zoom meeting to answer any questions you may have
- Friday, May 14: Final assignments due @ 11:59 pm
- Friday, May 21: Final Grades Posted: Track 1 and Track 2 graduates announced. Certificate of Completion (Track 2 only) available to print on the website.