REGISTRAR'S TIMELINE- FALL 2014

Date/Time	*Activity/Action*	*Comment*
Thurs, July 31	*Registration closes on July 30.* **Deadline to clear the Business Office.**	**Payment in full OR 1st payment of the semester** if participating in the **deferred payment plan**. Students must clear to prevent their schedules from being dropped.
Tues, Aug 5	Schedules are dropped this AM. Registration re-opens at noon	Registrar's Office drops schedules for students who have not cleared the Business Office this morning. Registration will re-open through FAS for faculty to register students.
Fri, Aug 22	Registration for students not yet registered	Advising & Registration for students not already registered, including Dual Enrollment, faculty, and staff.
Mon, Aug 25	**CLASSES BEGIN!!!**	***Late registration begins.*** **CRITICAL:** Please print and check rosters ***every*** class period. Send students to the Registrar's Office to resolve any problems immediately.
Tues, Aug 26	Last day to register students through FAS	Students must register through the Registrar's Office with the blue add/drop card or white registration card beginning tomorrow. ***Last day for students to withdraw and receive 100% tuition/fee refund.***
Tues, Sept 2	**STUDENT ALERT:** Last day to add a class	***Late registration ends.*** Last day to add a class for academic credit. ***Last day for students to withdraw and receive 85% tuition/fee refund.***
Fri, Sept 5 ***12:00 Noon***	Turn in **verification rosters BY NOON UNLESS** your course meets on Friday ONLY.	*Make note if any students have never attended.* Your verification rosters indicates that **(1)** all students on the roster are in your class **(2)** there are no students attending whose name is not listed on the roster. ***Last day for students to withdraw and receive 60% tuition/fee refund.***
Mon, Sept 8 ***12:00 Noon***	Turn in **verification rosters BY NOON IF** your course meets on Friday ONLY.	*Make note if any students have never attended.* Your verification rosters indicates that **(1)** all students on the roster are in your class **(2)** there are no students attending whose name is not listed on the roster.
Fri, Sept 12	*Business Office Notice*	***Last day for students to withdraw and receive 45% tuition/fee refund.***
Tues, Sept 16	Check for e-mail from our office notifying you that rosters are final and official.	ONLY FAS ROSTERS ARE OFFICIAL—Students may NOT be added to or dropped from official/final rosters. Report to your Dean students who have exceeded absences.
Fri, Sept 19	*Business Office Notice*	***Last day for students to withdraw and receive 25% tuition/fee refund.***
Wed, Oct 8	**STUDENT ALERT:** **Application/Graduation Deadline for Fall 2014**	Students must submit the application form signifying intent to complete degree and declaration of participation or non-participation in the December ceremony.
Thurs-Fri, Oct 9-10	**FALL BREAK**	NO CLASSES!
Mon, Oct 13	DEADLINE for updates to Spring, May, & Summer I,II,III schedules for 2015	Spring 2015 and any Summer 2015 updates of PROPOSED SCHEDULES DUE. First draft due to the Registrar today with a copy to Academic Affairs. (Applies to Deans only)
Mon-Fri, Oct 13-17	**MID-SEMESTER PERIOD**	All Mid-Term grades should be posted by the **NOON** deadline on **Monday the 20th**.
Wed, Oct 15	**STUDENT ALERT:** **Application/Graduation Deadline for Spring 2015**	Students must submit the application form signifying intent to complete degree and declaration of participation or non-participation in the Spring ceremony.
Mon, Oct 20	MID-TERM GRADES DUE BY NOON	Submit all **Mid-term grades** to the Registrar through FAS by **12:00 NOON today**.
Mon, Nov 3	***Registration for Spring begins!***	Advising & Registration via FAS in Advisor's offices. Contact the Registrar if you incur difficulties.
Fri, Nov 14	**STUDENT ALERT:** **Last day** to drop/withdraw from a course or the university.	***PLEASE REMIND STUDENTS!!!***
Mon-Thurs, Dec 15-18	**FINAL EXAMINATIONS**	The final examination schedule is posted online at **http://www.etbu.edu/Academics/FinalExamSchedule/**.
Fri, Dec 19	**GRADUATION REHEARSAL** **10:00 a.m.**	Rehearsal for Fall Commencement 10:00 a.m. in the Chapel.
Sat, Dec 20	**GRADUATION CEREMONY** **10:00 a.m.**	Faculty- please, remember to order your Academic Regalia from the bookstore, for purchase or for rent, at the beginning of the semester.
Mon, Dec 22 ***12:00***	**FINAL GRADES DUE BY NOON!**	Grades may be posted beginning on the first day of finals and will be accepted until the following Monday at noon**.**
Wed, Dec 31	Deadline to clear the Business Office.	Payment in full OR 1st payment of the Spring 2015 semester if participating in the deferred payment plan. Students must clear to prevent their schedules from being dropped.