

REGISTRAR'S TIMELINE- SPRING 2015

Date/Time	Activity/Action	Comment
Wed, Dec 31	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, Jan 6	Schedules are dropped this AM.	Registrar's Office drops schedules for students who have not cleared the Business Office this morning.
Tues, Jan 6	Registration for students not yet registered	Advising & Registration for students not already registered, including Dual Enrollment.
Wed, Jan 7	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.
Thurs, Jan 8	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 Fri, Jan 9. Last day for students to withdraw and receive 100% tuition/fee refund.
Thurs, Jan 15	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.
Wed, Jan 21 12:00 Noon	Mon, Jan 19: MLK DAY – OFFICES CLOSED Turn in signed verification rosters BY NOON	<i>Make note if any students have <u>never</u> attended.</i> Your signature on the 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, Jan 26	STUDENT ALERT: Application Deadline for <u>Summer 2015</u> Graduation dates	Students must submit the application form signifying intent to complete degree.
Wed, Jan 28	<i>Business Office Notice</i>	Last day for students to withdraw and receive 45% tuition/fee refund.
Wed, Feb 4	<i>Business Office Notice</i>	Last day for students to withdraw and receive 25% tuition/fee refund.
Fri, Feb 6	STUDENT ALERT: <u>Spring 2015</u> Graduation Requirements Deadline	Last day to meet non-academic graduation requirements. Outstanding Chapel requirements must be met by this date to participate in the May ceremony.
Mon-Fri, Feb 23-27	MID-SEMESTER PERIOD	All Mid-Term grades should be posted by the NOON deadline on Monday the 2nd .
Mon, Feb 23	DEADLINE for Fall schedules	Fall 2015 updates of PROPOSED SCHEDULES DUE. First draft due to the Registrar today with a copy to Academic Affairs. (Applies to Deans only)
Fri, Feb 27	STUDENT ALERT: Application Deadline for <u>Fall 2015</u> Graduation	Students must submit the application form signifying intent to complete degree.
Mon, Mar 2	MID-TERM GRADES DUE BY NOON	Submit all Mid-term grades to the Registrar through FAS by 12:00 NOON today .
Mon, Mar 23	Registration for Fall 2015 begins	Advising & Registration via FAS in your office. Contact the Registrar if you incur difficulties.
Thus, Apr 2	STUDENT ALERT: <u>Last day</u> to drop/withdraw from course or school.	PLEASE REMIND STUDENTS!!!
Mon-Thurs, Apr 27-Apr 30	FINAL EXAMINATIONS	The final examination schedule is posted online at http://www.etbu.edu/Academics/FinalExamSchedule/ .
Fri, May 1	GRADUATION REHEARSALS 10:30 a.m. and 1:30 p.m.	Rehearsal times correspond with Saturday's ceremony times. It is important that every student is in attendance.
Sat, May 2	GRADUATION CEREMONY 10:30 a.m. and 1:30 p.m.	Faculty- please remember to order your Academic Regalia from the bookstore, for purchase or for rent, at the beginning of the semester.
Mon, May 4 12:00 Noon	FINAL GRADES DUE BY NOON	Grades may be posted beginning on the first day of finals (Monday, April 27) and will be accepted until the following Monday, May 4, at NOON.