

REGISTRAR'S TIMELINE- SPRING 2018

Date/Time	Activity/Action	Comment
Fri, Dec 29	Deadline to clear the Business Office	Payment in full OR 1 st payment of the semester if participating in the 5 payment plan. Students not cleared may have their schedules dropped.
Wed, Jan 10	Deadline to clear the Business Office	1 st payment due if participating in 4 payment plan. Students must clear, or schedules could be dropped.
Fri, Jan 12	Registration for students not yet registered	Advising & Registration for students not already registered, including Dual Enrollment.
Mon, Jan 15	<i>Martin Luther King, Jr. Day</i>	<i>All University Offices Closed</i>
Tues, Jan 16	CLASSES BEGIN! Late registration begins.	CRITICAL: Please print and check rosters <u>every</u> class period. Send students to the Registrar's Office to resolve any problems immediately.
Tues, Jan 16	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 Wed, Jan 11. Last day for students to withdraw and receive 100% tuition/fee refund.
Wed, Jan 24	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, Jan 31 12:00 Noon	Turn in signed verification rosters BY NOON	Make note if any students have <u>never</u> attended. 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.
Mon, Jan 29	STUDENT ALERT: Application Deadline for <u>Summer 2017</u> Graduation	Students must submit the application form signifying intent to complete degree. Last day for students to withdraw and receive 60% tuition/fee refund.
Mon, Feb 5	Business Office Notice	Last day for students to withdraw and receive 45% tuition/fee refund.
Mon, Feb 12	Business Office Notice	Last day for students to withdraw and receive 25% tuition/fee refund.
Mon, Feb 19	Deadline for Fall schedules	Fall 2017 Proposed Schedules due. First draft due to the Registrar today <u>with</u> a copy to Academic Affairs. (Applies to Deans only)
Fri, Mar 2	STUDENT ALERT: Application Deadline for <u>Fall 2018</u> Graduation	Students must submit the application form signifying intent to complete degree.
Mon-Fri, Mar 5-9	MID-SEMESTER PERIOD	All Mid-Term grades should be posted by the NOON deadline on Monday the 6th.
Mon, Mar 5	MID-TERM GRADES DUE BY NOON	Submit all Mid-term grades to the Registrar through FAS by 12:00 NOON today.
Fri, Mar 9	STUDENT ALERT: Spring 2017 Graduation Requirements Deadline	<u>Last day</u> to meet non-academic graduation requirements. Outstanding Chapel requirements <u>must</u> be met by this date to participate in the May ceremony.
Mon-Fri, Mar 12-16	<i>Spring Break</i>	<i>All University Offices Closed</i>
Fri-Mon Mar 30-Apr 2	<i>Good Friday & Easter Holidays</i>	<i>All University Offices Closed</i>
Fri, Apr 13	STUDENT ALERT	<u>Last day</u> to drop/withdraw from course or school.
Mon-Thurs, May 7-10	FINAL EXAMINATIONS	The final examination schedule is posted online at http://www.etbu.edu/Academics/FinalExamSchedule/ .
Fri, May 11	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 12	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 14 12:00 Noon	FINAL GRADES DUE BY NOON	Grades may be posted beginning on the first day of finals (Monday, May 1) and will be accepted until the following Monday, May 8, at NOON.