

REGISTRAR'S TIMELINE- FALL 2017

| Date/Time | Activity/Action | Comment |
|--------------------|---|---|
| Tues, August 1 | Deadline to clear the Business Office. | Payment in full OR 1 st payment of the semester if electing the 5 payment plan. |
| Tues, August 15 | Deadline to clear the Business Office. | For students electing the 4 payment plan. Students must clear, or schedules could be dropped. |
| Fri, Aug 18 | Registration for students not yet registered | Advising & Registration for students not already registered, including Dual Enrollment. |
| Mon, Aug 21 | CLASSES BEGIN Late registration begins. | CRITICAL: Faculty- Please print and check rosters <u>every</u> class period through the last day to add. Send students to the Registrar's Office to resolve any problems immediately. |
| Tues, Aug 22 | 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, Aug 29 | 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 1 | Faculty turn in verification rosters BY NOON <u>UNLESS</u> your course meets on Friday ONLY. | Make note if any students have <u>never</u> 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 4 | <u>Labor Day Holiday</u> | All University Offices Closed |
| Tues, Sept 5 | Faculty turn in verification rosters BY NOON <u>IF</u> your course meets on Friday ONLY. | Make note if any students have <u>never</u> 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 8 | Business Office Notice | Last day for students to withdraw and receive 45% tuition/fee refund. |
| Tues, Sept 12 | Check for e-mail notification that your rosters were received electronically, and are final and official. | ONLY FAS ROSTERS ARE OFFICIAL—Students may <u>NOT</u> be added to, or dropped from, official/final rosters. Report to your Dean students who have exceeded absences. |
| Fri, Sept 15 | Business Office Notice | Last day for students to withdraw and receive 25% tuition/fee refund. |
| Mon, Oct 2 | DEADLINE for updates to Spring, May, Summer I,II,III, & Long Summer I & II schedules for 2018 | Any updates to Spring 2018 and Summer 2018 proposed schedules due to the Registrar today with a copy to Academic Affairs. (Applies to Deans only) |
| Thurs-Fri, Oct 5-6 | FALL BREAK | NO CLASSES |
| Mon-Fri, Oct 9-13 | MID-SEMESTER PERIOD | All Mid-Term grades should be posted by the NOON deadline on Monday the 16 th . |
| Wed, Oct 11 | STUDENT ALERT: Application/Graduation Deadline for <u>Spring 2018</u> | Students must submit the application form signifying intent to complete degree and declaration of participation or non-participation in the Spring ceremony. |
| Mon, Oct 16 | MID-TERM GRADES DUE BY NOON! | Submit all Mid-term grades to the Registrar through FAS by 12:00 NOON today. |
| Mon, Oct 23 | Registration for Spring begins! | Advising & Registration via FAS in Advisor's offices. Contact the Registrar if you have difficulties. |
| Fri, Nov 10 | <u>STUDENT ALERT: Last day to drop/withdraw</u> from a course or the university. | PLEASE REMIND STUDENTS!!! |
| Wed-Fri, Nov 22-24 | <u>Thanksgiving Holiday</u> | All University Offices Closed |
| Mon-Thurs, Dec 4-7 | FINAL EXAMINATIONS | The final examination schedule is available for viewing online. |
| Fri, Dec 8 | GRADUATION REHEARSAL 10:00 a.m. | Rehearsal for Fall Commencement 10:00 a.m. in the Chapel. |
| Sat, Dec 9 | 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 11 | 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. |
| Fri, Dec 30 | Deadline to clear the Business Office. | Payment in full OR 1 st payment of the Spring 2018 semester, if participating in the deferred payment plan. Students must clear to prevent their schedules from being dropped. |