REGISTRAR’S TIMELINE- SPRING 2024

|  |  |  |
| --- | --- | --- |
| **Date/Time** | **Activity/Action** | **Comment** |
| **Mon, Jan 1** | **Deadline to clear the Business Office** | **Payment in full OR 1st payment of the semester if participating in the 5 payment plan. Students not cleared may have their schedules dropped.** |
| Fri, Jan 5 | Registration for students not yet registered | Advising & Registration for students not already registered, including Dual Enrollment. |
| **Mon, Jan 9** | **Deadline to clear the Business Office** | **1st payment due if participating in 4 payment plan. Students must clear, or schedules could be dropped.** |
| Tue, Jan 16 | 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. |
| **Wed, Jan 17** | **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 16.**  **Last day for students to withdraw and receive 100% tuition/fee refund.** |
| Mon, Jan 15 | Martin Luther King, Jr. Day | All University Offices Closed |
| 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. |
| Mon, Jan 29 | Business Office Notice | Last day for students to withdraw and receive 60% tuition/fee refund. |
| Wed, Jan 31  12:00 Noon | Turn in signed verification rosters BY NOON | Make note if any students have never 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, 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 12 | Deadline for Fall schedules | Fall 2024 Proposed Schedules due. First draft due to the Registrar today with a copy to Academic Affairs.  (Applies to Deans only) |
| Fri, Mar 1 | STUDENT ALERT:  Application Deadline for Summer 2024 and Fall 2024 Graduation | Students must submit the application form signifying intent to complete degree. |
| **Mon-Fri,**  **Mar 4-Mar 8** | **MID-SEMESTER PERIOD** | **All Mid-Term grades should be posted by the NOON deadline on Monday the 18th.** |
| Mon-Fri,  Mar 11-15 | Spring Break | All University Offices Closed |
| **Mon, Mar 18** | **MID-TERM GRADES DUE BY NOON** | **Submit all Mid-term grades to the Registrar through FAS by 12:00 NOON today.** |
| **Mon, Mar 25** | **Registration for Fall begins!** | Advising & Registration via FAS in Advisor’s offices. Contact the Registrar if you have difficulties. |
| Fri-Mon  Mar 29 -Apr 1 | Good Friday & Easter Holidays | All University Offices Closed |
| Tues, April 9 | STUDENT ALERT | Last day to drop/withdraw from course or school. |
| **Thurs, Apr 11** | **Connexus** | Connexus – no classes |
| **Mon-Thurs,**  **May 6-9** | **FINAL EXAMINATIONS** | **The final examination schedule is posted online at**  **https://www.etbu.edu/info-for/current-students/exam-schedule** |
| **Wed, May 8** | **SENIOR GRADES** | **Grades for graduating seniors should be submitted to the Registrar through FAS by 12:00 Noon today.** |
| Fri, May 10 | GRADUATION REHEARSALS  10:00 a.m. and 2:00 p.m. | Rehearsal times correspond with Saturday’s ceremony times. It is important that every student is in attendance. |
| Sat, May 11 | GRADUATION CEREMONY  10:00 a.m. and 2:00 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 13**  **12:00 Noon** | **FINAL GRADES DUE BY NOON** | **Grades may be posted beginning on the first day of finals (Monday, May 6) and will be accepted until the following Monday, May 13, at NOON.** |