

REGISTRAR'S TIMELINE- SPRING 2019

Date/Time	Activity/Action	Comment
Fri, Dec 28	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 9	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 11	Registration for students not yet registered	Advising & Registration for students not already registered, including Dual Enrollment.
Mon, Jan 14	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 15	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.
Mon, Jan 21	Martin Luther King, Jr. Day	All University Offices Closed
Wed, Jan 23	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 28	STUDENT ALERT: Application Deadline for <u>Summer 2019</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.
Fri, Feb 1 <u>12:00 Noon</u>	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, Feb 4	Business Office Notice	Last day for students to withdraw and receive 45% tuition/fee refund.
Mon, Feb 11	Business Office Notice	Last day for students to withdraw and receive 25% tuition/fee refund.
Mon, Feb 18	Deadline for Fall schedules	Fall 2019 Proposed Schedules due. First draft due to the Registrar today <u>with</u> a copy to Academic Affairs. (Applies to Deans only)
Mon-Fri, Mar 4-8	MID-SEMESTER PERIOD	All Mid-Term grades should be posted by the NOON deadline on Monday the 18th.
Fri, Mar 8	STUDENT ALERT: Application Deadline for <u>Fall 2019</u> Graduation	Students must submit the application form signifying intent to complete degree.
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, Apr 12	STUDENT ALERT	<u>Last day to drop/withdraw from course or school.</u>
Fri-Mon Apr19-Apr 22	Good Friday & Easter Holidays	All University Offices Closed
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
Fri, May 10	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 11	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 13 <u>12:00 Noon</u>	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.