

## REGISTRAR'S TIMELINE- FALL 2019

Date/Time	Activity/Action	Comment
Wed, July 31	Deadline to clear the Business Office.	Payment in full OR 1 <sup>st</sup> payment of the semester if electing the 5 payment plan.
Tues, Aug 13	Deadline to clear the Business Office.	For students electing the 4 payment plan. Students must clear, or schedules could be dropped.
Fri, Aug 16	Registration for students not yet registered	Advising & Registration for students not already registered, including Dual Enrollment.
Mon, Aug 19	CLASSES BEGIN <b>Late registration begins.</b>	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 20	<b>Last day to register students through FAS</b>	<b>Students must register through the Registrar's Office with the blue add/drop card or white registration card beginning tomorrow.</b> <b>Last day for students to withdraw and receive 100% tuition/fee refund.</b>
Tues, Aug 27	<b>STUDENT ALERT: Last day to add a class</b>	<b>Late registration ends. Last day to add a class for academic credit.</b> <b>Last day for students to withdraw and receive 85% tuition/fee refund.</b>
Mon, Sept 2	<u>Labor Day Holiday</u>	All University Offices Closed
Thurs, Sept 5	Faculty turn in verification rosters BY NOON!	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.
Mon, Sept 9	Business Office Notice	<b>Last day for students to withdraw and receive 45% tuition/fee refund.</b>
Tues, Sept 10	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.
Mon, Sept 16	Business Office Notice	<b>Last day for students to withdraw and receive 25% tuition/fee refund.</b>
Mon, Sept 23	Deadline for Spring & Summer Schedules	Spring & Summer 2020 schedules due to the Registrar today. (Applies to Deans only)
Mon-Wed, Oct 7-9	MID-SEMESTER PERIOD	All Mid-Term grades should be posted by the NOON deadline on Monday the 14 <sup>th</sup> .
Wed, Oct 9	<b>STUDENT ALERT:</b> <b>Application/Graduation Deadline for Spring 2020</b>	Students must submit the application form signifying intent to complete degree and declaration of participation or non-participation in the Spring ceremony.
Thurs-Fri, Oct 10-11	FALL BREAK	NO CLASSES
Mon, Oct 15	MID-TERM GRADES DUE BY NOON!	Submit all Mid-term grades to the Registrar through FAS by 12:00 NOON today.
Mon, Oct 21	Registration for Spring begins!	Advising & Registration via FAS in Advisor's offices. Contact the Registrar if you have difficulties.
Fri, Nov 8	<u>STUDENT ALERT: Last day to drop/withdraw</u> from a course or the university.	PLEASE REMIND STUDENTS!
Wed-Fri, Nov 27-29	<u>Thanksgiving Holiday</u>	All University Offices Closed
Mon-Thurs, Dec 2-5	FINAL EXAMINATIONS	The final examination schedule will be available for viewing online.
Wed, Dec 4	Final Grades Due for Graduating Seniors by Noon!	
Fri, Dec 6	GRADUATION REHEARSAL 10:00 a.m. & 2 p.m.	Rehearsal for Fall Commencement 10:00 a.m. & 2 p.m. in the Chapel.
Sat, Dec 7	GRADUATION CEREMONY 10:00 a.m. & 2 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, Dec 9	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.
Tues, Dec 31	Deadline to clear the Business Office.	Payment in full OR 1 <sup>st</sup> payment of the Spring 2019 semester, if participating in the deferred payment plan. Students must clear to prevent their schedules from being dropped.