

## REGISTRAR'S TIMELINE- SPRING 2020

<b>Date/Time</b>	<b>Activity/Action</b>	<b>Comment</b>
<b>Tues, Dec 31</b>	<b>Deadline to clear the Business Office</b>	<b>Payment in full OR 1<sup>st</sup> payment of the semester if participating in the 5 payment plan. Students not cleared may have their schedules dropped.</b>
<b>Wed, Jan 8</b>	<b>Deadline to clear the Business Office</b>	<b>1<sup>st</sup> payment due if participating in 4 payment plan. Students must clear, or schedules could be dropped.</b>
Fri, Jan 10	Registration for students not yet registered	Advising & Registration for students not already registered, including Dual Enrollment.
<b>Mon, Jan 13</b>	<b>CLASSES BEGIN!</b> <b>Late registration begins.</b>	CRITICAL: Please print and check rosters <u>every</u> class period. Send students to the Registrar's Office to resolve any problems immediately.
<b>Tues, Jan 14</b>	<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 Wed, Jan 15.</b> <b>Last day for students to withdraw and receive 100% tuition/fee refund.</b>
Mon, Jan 20	Martin Luther King, Jr. Day	All University Offices Closed
<b>Wed, Jan 22</b>	<b>STUDENT ALERT: Last day to add a class</b>	<b>Late registration ends. Last day to add a class for academic credit.</b> Last day for students to withdraw and receive 85% tuition/fee refund.
<b>Mon, Jan 27</b>	<b>STUDENT ALERT:</b> <b>Application Deadline for <u>Summer 2020</u> Graduation</b>	<b>Students must submit the application form signifying intent to complete degree.</b> Last day for students to withdraw and receive 60% tuition/fee refund.
Fri, January 31 <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.
<b>Mon, Feb 3</b>	<b>Business Office Notice</b>	<b>Last day for students to withdraw and receive 45% tuition/fee refund.</b>
<b>Mon, Feb 10</b>	<b>Business Office Notice</b>	<b>Last day for students to withdraw and receive 25% tuition/fee refund.</b>
Mon, Feb 17	Deadline for Fall schedules	Fall 2020 Proposed Schedules due. First draft due to the Registrar today <u>with</u> a copy to Academic Affairs. (Applies to Deans only)
<b>Mon-Fri, Mar 2-6</b>	<b>MID-SEMESTER PERIOD</b>	<b>All Mid-Term grades should be posted by the NOON deadline on Monday the 16th.</b>
<b>Fri, Mar 6</b>	<b>STUDENT ALERT:</b> <b>Application Deadline for <u>Fall 2020</u> Graduation</b>	<b>Students must submit the application form signifying intent to complete degree.</b>
Mon-Fri, Mar 9-13	Spring Break	All University Offices Closed
<b>Mon, Mar 16</b>	<b>MID-TERM GRADES DUE BY NOON</b>	<b>Submit all Mid-term grades to the Registrar through FAS by 12:00 NOON today.</b>
<b>Mon, Mar 23</b>	<b>Registration for Fall begins!</b>	Advising & Registration via FAS in Advisor's offices. Contact the Registrar if you have difficulties.
<b>Fri, Apr 10</b>	<b>STUDENT ALERT</b>	<b><u>Last day to drop/withdraw from course or school.</u></b>
Fri-Mon Apr10-Apr 13	Good Friday & Easter Holidays	All University Offices Closed
<b>Mon-Thurs, May 4-7</b>	<b>FINAL EXAMINATIONS</b>	<b>The final examination schedule is posted online at <a href="https://www.etbu.edu/info-for/current-students/exam-schedule">https://www.etbu.edu/info-for/current-students/exam-schedule</a></b>
Fri, May 8	<b>GRADUATION REHEARSALS</b> 10:30 a.m. and 1:30 p.m.	<b>Rehearsal times correspond with Saturday's ceremony times. It is important that every student is in attendance.</b>
Sat, May 9	<b>GRADUATION CEREMONY</b> 10:30 a.m. and 1:30 p.m.	<b>Faculty- please remember to order your Academic Regalia from the bookstore, for purchase or for rent, at the beginning of the semester.</b>
<b>Mon, May 11</b> <u>12:00 Noon</u>	<b>FINAL GRADES DUE BY NOON</b>	<b>Grades may be posted beginning on the first day of finals (Monday, May 4) and will be accepted until the following Monday, May 11, at NOON.</b>