

**KEY DATES & DEADLINES**

	Full Semester	1st Half	2nd Half	1st Mini	2nd Mini	3rd Mini
<b>Start</b>	August 22	August 22	October 18	August 22	October 1	November 5
<b>Schedule Adjustment* and Elect Pass/Fail</b>	August 28	August 28	October 23	August 28	Day following 2nd Class	Day following 2nd Class
<b>Last Day to Add without Signatures**</b>	August 28	August 21	October 17	August 21	September 28	November 2
<b>Last Day to ADD***</b>	September 4	September 4	Day following 3rd Class	Day following 3rd Class	Day following 3rd Class	Day following 3rd Class
<b>Last Day to DROP with "W"****</b>	October 25	September 20	November 16	September 12	October 22	December 3
<b>P/F change to Letter</b>	November 2	September 25	November 28	September 13	October 23	December 4
<b>End</b>	December 14	October 17	December 14	September 25	November 2	December 14

\* After these dates, late fees apply (\$20.00) for all schedule changes and "W" grades are assigned for drops.

\*\* Signatures are required to add a course after this date.

\*\*\* You MUST be registered in courses by this date in order to receive credit and grades.

\*\*\*\* For Withdrawal from the College, go to the Student Development Office, Netzer Administration Building 119.

**AUGUST****19 Sunday**

- New Student orientation, advisement and registration begins for New Students who did not attend Summer Orientation (runs through Tuesday August 21)

**21 Tuesday:**

- Last day to register  
Any student who has not registered by this date will be assessed a \$40 Late Registration Fee.

**22 Wednesday: Classes Begin**

- Add/Drop begins on-line and in the Registrar's Office (Netzer 130)

**28 Tuesday: \*\*ADD/DROP Ends\*\***

- After this date all schedule adjustments (add/drop) for full semester courses will result in a \$20 late fee.
- "W" grades are assigned for dropping a full semester course after this date.
- Last day to elect PASS/FAIL Grade option
- After this date all Individual Course Enrollment, Independent Study, Internship and Teaching Assistantship forms (3 s.h. or more) will result in a \$20 late fee.
- Last day for students with part time enrollment to drop a course with no tuition liability.

**SEPTEMBER****3 Monday: Labor Day****4 Tuesday: \*\*LAST DAY TO ADD A FULL SEMESTER COURSE\*\***

- You MUST be registered in a course by this date to receive credit and grades. See chart above for mini and half-semester ADD/DROP deadlines.

**7 Friday**

- December 2012 Undergraduate Diploma and related application fee due in the Registrar's Office, Netzer 130.

**19 Wednesday**

- TAP Certification begins. Students receiving TAP awards must be full time (12 s.h. or more) to be eligible for TAP.

**25 Tuesday**

- College closes after last class.

**OCTOBER****1 Monday**

- Classes Resume
- December 2012 Master's Diploma and related application fee due in the Registrar's Office, Netzer 130.
- Graduate Admission Applications due for Spring 2013.

**8 Monday: Columbus Day****16 Tuesday**

- Interim Progress Reports due from faculty.

**25 Thursday: \*\*WITHDRAWAL DEADLINE\*\***

- Last day to drop a full semester course.

**NOVEMBER****5 Monday**

- Last day for filing Independent Study, Internship, Individual Course Enrollment & Teaching Assistantship forms (less than 3 s.h.). After this day, a \$20 late fee will be assessed.
- Beginning Date for Spring 2013 Pre-enrollment

**12 Monday: Veteran's Day observed****14 Wednesday**

- Last day for students to make up Incomplete and Pending Grades from Spring and Summer 2012 or to file the extension of time form..

**16 Friday: College closes after the last evening class.****26 Monday**

- Classes resume.
- Last day to withdraw or take a leave of absence from the College. After this date students must complete all coursework.

**DECEMBER****4 Tuesday**

- Last day for faculty to turn in grades for previously assigned Incomplete and Pending Grades or to file an Extension of Time Form.

**7 Friday: Last day of regular class schedule****10-14 Monday through Friday**

- Finals Week. Special Schedule, see reverse.

# Add/Drop Full Semester Courses on the WORLD WIDE WEB from August 22nd 8:00 am until August 28th at Midnight

No signatures required for course drops.

No signatures required for course adds from August 22nd – August 28th, UNLESS:

- The course is a **First Mini** or **Half Semester Course**.
- The course is closed.
- The course requires department or instructor approval.
- The course is reserved for students in a designated major.
- You have not met the course prerequisite.
- You have a time conflict.

Students with any of the above problems **MUST** process signed add/drop forms at the appropriate add/drop site listed below. All schedule adjustments for full semester courses made after August 28th at Midnight require the instructor's signature. Non-degree undergraduate and non-degree graduate students must conduct add/drop in Netzer 135.

Undergraduate Degree (Netzer 130 or WWW)			Graduate & Non-Degree (Netzer 135 or WWW)		
Wednesday	August 22	8:00 am–6:00 pm	Wednesday	August 22	8:00 am–4:30 pm
Thursday	August 23	8:00 am–6:00 pm	Thursday	August 23	8:00 am–4:30 pm
Friday	August 24	8:00 am–6:00 pm	Friday	August 24	8:00 am–4:30 pm
Monday	August 27	8:00 am–6:00 pm	Monday	August 27	8:00 am–4:30 pm
Tuesday	August 28	8:00 am–6:00 pm	Tuesday	August 28	8:00 am–4:30 pm

**Note:** An instructor adding a name to or deleting a student name from a roster does NOT CONSTITUTE an official add or drop. **Students are academically responsible for making all schedule adjustments either on the Web or by bringing a signed ADD/DROP form to the Registrar's Office for processing. Students should always check their schedules carefully.**

## Final Exam Week Class Schedule, December 10-14, 2012

During the last week of the semester, day classes will meet for 2 1/2 hour periods according to the schedule below. These periods are to be used for instruction and/or examination.

Date and Time	Monday December 10	Tuesday December 11	Wednesday December 12	Thursday December 13	Friday December 14
8:00 am–10:30 am	10 MWF	10 Tu Th	9 MWF	8:30 Tu Th	8 MWF
11:00 am–1:30 pm	12 MWF	2:30 Tu Th	11 MWF	1 Tu Th	2 MWF
2:00 pm–4:30 pm	1 MWF	11:30 Tu Th	4 MW	4 Tu Th	3 MWF

Note: All Evening Classes (Starting at 5:00 pm or later only) will meet at their regularly scheduled times.

### Instructions for determining when your Final Exam is scheduled:

- Final Exam times are determined by the meeting time of your class. For example, if your class meets 10 Tu Th your final exam will be on December 11 from 8:00 to 10:30. Courses with labs are scheduled based on the lecture time of the course.
- Courses which do not follow a standard time pattern are scheduled based on the initial schedule time of the course. For example, a course which is scheduled to meet at 2 on WThF has an initial meeting time of 2W. The only 2W on the chart is on Friday December 14 Therefore the final for a course which meets 2 WThF is scheduled for Friday, December 14 from 11:00 am to 1:30 pm.
- Final Exams are held in regularly assigned rooms.

**Students should consult the Finals Week schedule to avoid enrolling in courses which would cause them to have multiple examinations on the same day.**