

KEY DATES & DEADLINES

| | Full Semester | 1st Half | 2nd Half | 1st Mini | 2nd Mini | 3rd Mini |
|--|---------------|--------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Start | August 28 | August 28 | October 23 | August 28 | October 3 | November 9 |
| Last Day to Add without Signatures* | September 3 | August 25 | October 20 | August 25 | October 2 | November 8 |
| Schedule Adjustment** and Elect Pass/Fail | September 3 | September 3 | October 26 | September 3 | Day following 2nd Class | Day following 2nd Class |
| Last Day to ADD*** | September 11 | September 11 | Day following 3rd Class | Day following 3rd Class | Day following 3rd Class | Day following 3rd Class |
| Last Day to DROP with "W"**** | October 27 | September 27 | November 21 | September 19 | October 26 | December 5 |
| P/F change to Letter | November 8 | October 2 | November 29 | September 20 | October 27 | December 6 |
| End | December 19 | October 20 | December 19 | October 2 | November 8 | December 19 |

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

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

*** 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**24 Thursday:**

- New Student orientation, advisement and registration begins for new students.

25 Friday:

- Last day to register.

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

28 Monday: Classes Begin

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

SEPTEMBER**1 Friday: College Closes After Last Class.**

- Last day to process add/drop in office.

3 Sunday: **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.

4 Monday: Labor Day - Administrative Offices Closed.**5 Tuesday: Classes resume.****8 Friday:**

- December 2017 Undergraduate Diploma and related application fee due in the Registrar's Office, Netzer 130.

11 Monday: **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.

25 Monday:

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

OCTOBER**2 Monday**

- December 2017 Master's Diploma and related application fee due in the Registrar's Office, Netzer 130.

- Graduate Admission Applications due for Spring 2018.

6 Friday: College closes after the last evening class.**9 Monday: Columbus Day - Administrative Offices Closed.****11 Wednesday: Classes Resume.****19 Thursday:**

- Interim Progress Reports due from faculty.

27 Friday: **WITHDRAWAL DEADLINE**

- Last day to drop a full semester course.

NOVEMBER**9 Thursday:**

- After this date all Individual Course Enrollment, Independent Study, Internship and Teaching Assistantship forms (less than 3 s.h.) will result in a \$20 late fee.

11 Saturday: Veteran's Day**13 Monday**

- Beginning Date for Spring 2018 Pre-enrollment

20 Monday:

- Last day for students to make up Incomplete and Pending Grades from Spring and Summer 2017 or to file the extension of time form.

21 Tuesday: College closes after the last evening class.**27 Monday: Classes resume.****29 Wednesday**

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

DECEMBER**11 Monday**

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

- Last day of regular class schedule

12 Tuesday: Study Day**13-19 Wednesday through Tuesday**

- Finals Week. Special Schedule, see reverse.

Add/Drop Full Semester Courses online from August 28th 8:00 am until September 3rd at Midnight

No signatures required for course drops.

No signatures required for course adds from August 28th – September 3rd, 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 Registrar's Office. All schedule adjustments for full semester courses made after September 3rd at Midnight require the instructor's signature.

Registrar's Office hours during the schedule adjustment period:

| | | |
|-----------|-------------|-----------------|
| Monday | August 28 | 9:00 am–5:00 pm |
| Tuesday | August 29 | 9:00 am–5:00 pm |
| Wednesday | August 30 | 9:00 am–5:00 pm |
| Thursday | August 31 | 9:00 am–5:00 pm |
| Friday | September 1 | 9:00 am–5:00 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 13-19, 2017

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 | Wednesday December 13 | Thursday December 14 | Friday December 15 | Monday December 18 | Tuesday December 19 |
|------------------|--------------------------|-------------------------|-----------------------|-----------------------|------------------------|
| 8:00 am–10:30 am | 8 MWF | 8:30 Tu Th | 9 MWF | 10 MWF | 10 Tu Th |
| 11:00 am–1:30 pm | 11 MWF | 11:30 Tu Th | 12 MWF | 1 MWF | 1 Tu Th |
| 2:00 pm–4:30 pm | 2 MWF | 2:30 Tu Th | 3 MWF | 4 MW | 4 Tu Th |

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 Tuesday, December 19 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 Wednesday, December 13. Therefore the final for a course which meets 2 WThF is scheduled for Wednesday, December 13 from 2:00 to 4:30 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.