# Key Dates & Deadlines

<table>
<thead>
<tr>
<th></th>
<th>Full Semester</th>
<th>1st Half</th>
<th>2nd Half</th>
<th>1st Mini</th>
<th>2nd Mini</th>
<th>3rd Mini</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start</strong></td>
<td>January 18</td>
<td>January 18</td>
<td>March 20</td>
<td>January 18</td>
<td>February 22</td>
<td>April 5</td>
</tr>
<tr>
<td><strong>Last Day to Add</strong></td>
<td>January 24</td>
<td>January 17</td>
<td>March 17</td>
<td>January 17</td>
<td>February 21</td>
<td>April 4</td>
</tr>
<tr>
<td>without Signatures*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Schedule Adjustment</strong></td>
<td>January 24</td>
<td>January 24</td>
<td>March 23</td>
<td>January 24</td>
<td>Day following</td>
<td>Day following</td>
</tr>
<tr>
<td>and Elect Pass/Fail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2nd Class</td>
<td>2nd Class</td>
</tr>
<tr>
<td><strong>Last Day to ADD</strong></td>
<td>January 31</td>
<td>January 31</td>
<td>Day following</td>
<td>Day following</td>
<td>Day following</td>
<td>Day following</td>
</tr>
<tr>
<td>***</td>
<td></td>
<td></td>
<td>3rd Class</td>
<td>3rd Class</td>
<td>3rd Class</td>
<td>3rd Class</td>
</tr>
<tr>
<td><strong>Last Day to DROP</strong></td>
<td>March 24</td>
<td>February 16</td>
<td>April 18</td>
<td>February 8</td>
<td>March 22</td>
<td>April 26</td>
</tr>
<tr>
<td>with “W”****</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>P/F change to Letter</strong></td>
<td>April 5</td>
<td>February 21</td>
<td>April 21</td>
<td>February 9</td>
<td>March 23</td>
<td>April 27</td>
</tr>
<tr>
<td><strong>End</strong></td>
<td>May 10</td>
<td>March 17</td>
<td>May 10</td>
<td>February 21</td>
<td>April 4</td>
<td>May 10</td>
</tr>
</tbody>
</table>

* 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.

## January

15–17 Sunday—Tuesday  
- New Student orientation, advisement and registration.

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

18 Wednesday: Classes Begin  
- Add/Drop begins on-line and in the Registrar’s Office (Netzer 130)

24 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.

31 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.
- Declaration of major - to avoid TAP loss, students must declare a major before entering their junior year (56 s.h. completed). Forms are available in the Academic Advisement Center - Netzer 100.

## March

1 Wednesday  
- Summer session registration begins

3 Friday: College Closes after last class

13 Monday: Classes Resume

16 Thursday: Interim Progress Reports due from faculty.

24 Friday: **WITHDRAWAL DEADLINE**  
- Last day to drop a full semester course.

27 Monday  
- August 2017 Undergraduate Diploma and related application fee due in the Registrar’s Office, Netzer 130.

## April

3 Monday:  
- Beginning Date for Fall 2017 Pre-enrollment

5 Wednesday  
- 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.

10 Monday  
- Last day for students to make up Incomplete and Pending Grades from Fall 2016.

20 Thursday  
- Last day to withdraw from the College. After this date students must complete all coursework.

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

## May

2 Tuesday: Last day of regular class schedule

3 Wednesday: **STUDY DAY, NO CLASSES**

4-10 Thursday, Friday, Monday, Tuesday, Wednesday  
- Finals Week. Special Schedule, see reverse.

13 Saturday - COMMENCEMENT
Add/Drop Full Semester Courses online from January 18th 8:00 am until January 24th at Midnight

No signatures required for course drops.

No signatures required for course adds from January 18th–January 24th, 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 January 24th at Midnight require the instructor’s signature.

Registrar’s Office Hours during schedule adjustment period:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>January 18</td>
<td>9:00 am–5:00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 19</td>
<td>9:00 am–5:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>January 20</td>
<td>9:00 am–5:00 pm</td>
</tr>
<tr>
<td>Monday</td>
<td>January 23</td>
<td>9:00 am–5:00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 24</td>
<td>9:00 am–5:00 pm</td>
</tr>
</tbody>
</table>

**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.**

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**Final Exam Week Class Schedule, May 4–10, 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.

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Thursday May 4</th>
<th>Friday May 5</th>
<th>Monday May 8</th>
<th>Tuesday May 9</th>
<th>Wednesday May 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am–10:30 am</td>
<td>8:30 Tu Th</td>
<td>8 MWF</td>
<td>9 MWF</td>
<td>10 Tu Th</td>
<td>10 MWF</td>
</tr>
<tr>
<td>11:00 am–1:30 pm</td>
<td>11:30 Tu Th</td>
<td>11 MWF</td>
<td>12 MWF</td>
<td>1 Tu Th</td>
<td>1 MWF</td>
</tr>
<tr>
<td>2:00 pm–4:30 pm</td>
<td>2:30 Tu Th</td>
<td>2 MWF</td>
<td>3 MWF</td>
<td>4 Tu Th</td>
<td>4 MWF</td>
</tr>
</tbody>
</table>

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 8:30 Tu Th your final exam will be on May 4 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, May 5. Therefore the final for a course which meets 2 WThF is scheduled for Friday, May 5 from 2:00 pm 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.**