

KEY DATES & DEADLINES

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

* 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.

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.

FEBRUARY**6 Monday**

- Students graduating in May 2017 must file a Diploma Application and related application fee in the Registrar's office - Netzer 130.

15 Wednesday

- TAP Certification begins. Students receiving TAP awards must be full time (12 s.h. or more) to be eligible for TAP. Failure to be enrolled full time will result in the loss of the award.

27 Monday

- Deadline for May 2017 Master's Diploma and related application fee due in Registrar's Office, Netzer 130.

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 - REVISED**2 Tuesday: Last day of regular class schedule****3 Wednesday: **STUDY DAY, NO CLASSES** LAST DAY OF REGULAR CLASSES – FOLLOW TUESDAY SCHEDULE****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:

| | | |
|-----------|------------|-----------------|
| Wednesday | January 18 | 9:00 am–5:00 pm |
| Thursday | January 19 | 9:00 am–5:00 pm |
| Friday | January 20 | 9:00 am–5:00 pm |
| Monday | January 23 | 9:00 am–5:00 pm |
| Tuesday | January 24 | 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, 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.

| Date and Time | Thursday May 4 | Friday May 5 | Monday May 8 | Tuesday May 9 | Wednesday May 10 |
|------------------|-------------------|-----------------|-----------------|------------------|---------------------|
| 8:00 am–10:30 am | 8:30 Tu Th | 8 MWF | 9 MWF | 10 Tu Th | 10 MWF |
| 11:00 am–1:30 pm | 11:30 Tu Th | 11 MWF | 12 MWF | 1 Tu Th | 1 MWF |
| 2:00 pm–4:30 pm | 2:30 Tu Th | 2 MWF | 3 MWF | 4 Tu Th | 4 MW |

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.