

KEY DATES & DEADLINES

	Full Semester	1st Half	2nd Half	1st Mini	2nd Mini	3rd Mini
Start	January 25	January 25	March 26	January 25	February 29	April 11
Schedule Adjustment* and Elect Pass/Fail	January 31	January 31	March 29	January 31	Day following 2nd Class	Day following 2nd Class
Last Day to Add without Signatures**	January 31	January 24	March 23	January 24	February 28	April 10
Last Day to ADD***	February 7	February 7	Day following 3rd Class	Day following 3rd Class	Day following 3rd Class	Day following 3rd Class
Last Day to DROP with "W"****	March 30	February 23	April 24	February 14	March 27	May 1
P/F change to Letter	April 10	February 28	April 27	February 16	March 29	May 3
End	May 16	March 16	May 16	February 28	April 10	May 16

* 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**22–24 Sunday–Tuesday**

- New Student orientation, advisement and registration.

24 Tuesday: Last day to register.

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

25 Wednesday: Classes Begin

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

31 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.

FEBRUARY**6 Monday**

- Students graduating in May 2012 must file a Diploma Application and related application fee in the Registrar's office - Netzer 130.

7 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.

22 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.

MARCH**1 Thursday**

- Deadline for May 2012 Master's Diploma and related application fee due in Registrar's Office, Netzer 130.

5 Monday

- Summer session registration begins

14 Wednesday

- Interim Progress Reports due from faculty.

16 Friday: College Closes after last class**26 Monday: Classes Resume****30 Friday: **WITHDRAWAL DEADLINE****

- Last day to drop a full semester course.

APRIL**2 Monday**

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

11 Wednesday

- 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.

16 Monday

- Incomplete/Pending Grade Deadline
- Last day for students to make up Incomplete and Pending Grades from Fall 2011.

23 Monday: Beginning Date for Fall 2012 Pre-enrollment**26 Thursday**

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

30 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**8 Tuesday: Follow a Monday Schedule REVISION: Follow Tuesday Schedule**

- Last day of regular class schedule

9 Wednesday: Study Day**10–16 Thursday, Friday, Monday, Tuesday, Wednesday**

- Finals Week. Special Schedule, see reverse.

19 Saturday - COMMENCEMENT

Add/Drop Full Semester Courses on the WORLD WIDE WEB from January 25th 8:00 am until January 31st at Midnight

No signatures required for course drops.

No signatures required for course adds from January 25th–January 31st, 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 31st 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	January 25	8:00 am–6:00 pm	Wednesday	January 25	8:00 am–4:30 pm
Thursday	January 26	8:00 am–6:00 pm	Thursday	January 26	8:00 am–4:30 pm
Friday	January 27	8:00 am–6:00 pm	Friday	January 27	8:00 am–4:30 pm
Monday	January 30	8:00 am–6:00 pm	Monday	January 30	8:00 am–4:30 pm
Tuesday	January 31	8:00 am–6:00 pm	Tuesday	January 31	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, May 10–16, 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	Thursday May 10	Friday May 11	Monday May 14	Tuesday May 15	Wednesday May 16
8:00 am–10:30 am	10 Tu Th	10 MWF	9 MWF	8:30 Tu Th	8 MWF
11:00 am–1:30 pm	2:30 Tu Th	12 MWF	11 MWF	1 Tu Th	2 MWF
2:00 pm–4:30 pm	11:30 Tu Th	1 MWF	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 May 10 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, May 16. Therefore the final for a course which meets 2 WThF is scheduled for Wednesday, May 16 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.