

ACADEMIC CALENDAR

Dates and Deadlines

Fall 2005

- Students are responsible to abide by these deadlines.
- If your name is not on the **official** class roster, you are not officially registered in the course.
- Students must have an accurate **e-mail address** on record; communication regarding registration will be sent via e-mail to students during the registration period.

- April 1 - Registration begins. Students can register on or after their assigned time.
- **Apply for fall graduation.** See your advisor.
- August 22 - First day of Fall semester classes.
- Faculty/staff may register.
- August 25 - Last day to be added to the wait-list of a course.
- August 29 - First day instructor may approve request to add a student to a full course using Schedule Adjustment Form.
- September 1 - **LAST DAY TO:**
- **Add courses using S.M.A.R.T web registration.**
- NOTE: If your name is not on the official class roster, you are not officially registered in the course.
- September 2 - Between September 2 and September 7:
- **Drops using S.M.A.R.T. permitted**
- Full-term courses may be added using a Schedule Adjustment Form with instructor's approval.
- Late starting module or intensive courses may be added using a Schedule Adjustment Form up until the first day of the class. After that, those **courses may be added with instructor's permission.**
- Independent study, internship, thesis, and dissertation credit may be added with required signature approvals using a Special Processing Form.
- September 5 - Labor Day Holiday.
- September 7 By 5:00 PM - **LAST DAY TO:**
- **DROP full-term courses with tuition adjustment.** Drops after this date *will appear* on your transcript.
- **After this date, dropped courses require instructor's approval.**
- **Add full term courses** (except thesis, independent study and internships).
- **Withdraw from the term without a charge.** After this date, complete withdrawal (all courses dropped) requires the signature of your dean using a Schedule Adjustment Form (no tuition adjustment). Signature of financial aid required if student has financial aid (loans, grants, or scholarships).
- Request a No Credit grade for a course.
- Request a Pass/Fail grade for a course.
- Register as candidate for degree.
- **Last day to apply for fall graduation.**
- Petition for reduction in dissertation hours.
- Submit faculty/staff waiver forms.
- October 31 - Last day to drop or withdraw without a petition and special approval from student's dean.
- November 21-27 - Fall break. Campus closed on Thanksgiving day.
- December 1 - Last day to authorize for College Opportunity Fund (COF) via S.M.A.R.T. Students may continue to authorize through finals at the Registrar's Office.
- December 12-17 - Finals Week.
- December 17 - End of semester.
- December 26 - Fall Final grades available on S.M.A.R.T.
- February 3 - Transcripts available with fall degrees posted.

MODULE COURSES MEET:

Module courses are classes lasting five or more weeks but less than the full term. They require the same number of classroom hours, and the same amount of work as full-term courses.

First five weeks: August 22 – September 24
 Second five weeks: September 26 – October 29
 Third five weeks: October 31 – December 10

Drop module courses prior to the third class meeting for a tuition adjustment.

INTENSIVE COURSES:

Intensive courses are short format (less than five weeks). They require the same number of classroom hours, and the same amount of work as a full-term class. **Drop intensive courses prior to the third class meeting for a tuition adjustment.**

ACADEMIC CALENDAR 2006

Spring 2006 (tentative)

Martin Luther King Holiday. No classes; campus open January 16
 Classes Begin.....January 17
 Spring Break March 20-26
 End of Term May 13

Summer 2006 (tentative)

Memorial Day Holiday, campus closed..... May 29
 Classes Start..... May 30
 Independence Day Holiday (Campus Closed/No Classes) July 4
 Classes End August 5

PAYMENT DUE DATES (Check S.M.A.R.T. after for your current account balance)

If You Register	You Choose To Pay	Your Bill Will Be Mailed	Your Payment Due Date
On or Before July 22, 2005 by 5:00pm	In Full	Week of July 25 th	August 15, 2005
On or Before July 22, 2005 by 5:00pm	By Deferred Payment Plan (\$35 Non-Refundable Deferment Fee Assessed)	Week of July 25 th	Deferred Payment Plan: 40% August 15, 2005 30% September 16, 2005 30% October 14, 2005
After 5:00pm on July 22, 2005	In Full (Due Before Registering) Or...	N/A	N/A
After 5:00pm on July 22, 2005	...\$335 Down Payment (Due Before Registering) with Final Payment on Due Date (Includes \$35 Non-Refundable Deferment Fee)	Week of September 5 th	September 23, 2005

**THERE ARE NO EXCEPTIONS TO THE PAYMENT OPTIONS ABOVE.
FAILURE TO COMPLY MAY RESULT IN DISENROLLMENT
ON AUGUST 18, 2005- 5:00pm.**

Students Who Have Applied For Fall Financial Aid Must Pay Balance Due By October 24, 2005.

**DO NOT WAIT FOR A BILL. POSTMARKS WILL NOT BE HONORED.
MAKE SURE YOUR BILLING ADDRESS IS CORRECT.
ADDITIONAL INFORMATION ON PAYMENT POLICIES, CALL 303-556-2710.**