

ACADEMIC CALENDAR

Dates and Deadlines

Fall 2006

- 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 3 - Registration begins. Students can register on or after their assigned time.
- **Apply for fall graduation.** See your advisor.
- August 21 - First day of Fall semester classes.
- Faculty/staff may register.
- August 24 - Last day to be added to the wait-list of a course.
- August 28 - First day instructor may approve request to add a student to a full course using a Schedule Adjustment Form.
- August 31 - **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 1 - Between September 1 and September 6:
- **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 4 - Labor Day Holiday – campus closed.
- September 6 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). **After this date**, student will be charged the **full tuition amount** for additional course(s) added. College Opportunity Fund hours will not be deducted from eligible student's lifetime hours.
- **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 30 - Last day to drop or withdraw without a petition and special approval from student's dean.
- November 20-26 - 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 10-16 - Finals Week.
- December 16 - End of semester.
- December 25 - Fall Final grades available on S.M.A.R.T.
- February 2 - 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 21 – September 23
 Second five weeks: September 25 – October 28
 Third five weeks: October 30 – December 9

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 2007

Spring 2007 (tentative)

Martin Luther King Holiday. No classes; campus open January 15
 Classes Begin..... January 16
 Spring Break March 19-25
 End of Term May 12

Summer 2007 (tentative)

Memorial Day Holiday, campus closed..... May 28
 Classes Start..... May 29
 Independence Day Holiday (Campus Closed/No Classes) July 4
 Classes End August 4

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 21, 2006 by 5:00pm	In Full	Week of July 24th	August 14, 2006
On or Before July 21, 2006 by 5:00pm	By Deferred Payment Plan (\$35 Non-Refundable Deferment Fee Assessed)	Week of July 24 th	Deferred Payment Plan: 40% Aug 14, 2006 30% Sept 15, 2006 30% Oct 13, 2006
After 5:00pm on July 21, 2006	In Full (Due Before Registering) Or...	N/A	N/A
After 5:00pm on July 21, 2006	...\$335 Down Payment (Due Before Registering) with Final Payment on Due Date (Includes \$35 Non-Refundable Deferment Fee)	Week of September 4th	September 22, 2006

**THERE ARE NO EXCEPTIONS TO THE PAYMENT OPTIONS ABOVE.
FAILURE TO COMPLY MAY RESULT IN DISENROLLMENT
ON AUGUST 18, 2006 - 5:00pm.**

Students Who Have Applied For Fall Financial Aid Must Pay Balance Due By October 13, 2006.

**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.**