

ACADEMIC CALENDAR

Dates and Deadlines

Spring 2008

- 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 use their official **e-mail address** on record; communication regarding registration will be sent via e-mail to students during the registration period.

November 12 -Registration begins. **Before registration, all students must pay a \$200 registration advance payment.** This \$200 will be applied to your tuition and fees. Students can register on or after their assigned time.
- **Apply for spring graduation.** See your advisor.

January 21
By 5:00pm - Martin Luther King holiday (all campus services open until 5:00 pm).
- **Last day to withdraw and receive refund of \$200 advance payment.**

January 22 - First day of Spring semester classes.
- Faculty/staff using tuition waiver may register.
- Last day to petition residency.

January 27 - **LAST DAY TO:**
- **Add courses and waitlist using S.M.A.R.T**
- NOTE: If your name is not on the official class roster, you are not officially registered in the course.

January 28 - **Last day to drop a course without a \$100 drop charge.**
- **No Course adds until January 29.**

January 29 - **Between January 29 and February 6:**
- **Open courses may be added using a Schedule Adjustment Form with instructor's approval.**
- First day instructor may approve request to add a student to a closed course using a Schedule Adjustment Form.
- Late starting module or intensive courses may be added 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.

February 6
By 5:00 PM
(Census Date) - **LAST DAY TO:**
- DROP full-term courses with tuition adjustment.
- After this date, dropped courses **require instructor's approval** and *will appear* on your transcript.
- **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.**
After this date, complete withdrawal (all courses dropped) requires the signature of your dean (no tuition adjustment). Signature of financial aid required if student has financial aid (loans, grants, or scholarships).
- Request a No Credit or pass/fail grade for a course.
- Register as candidate for degree.
- **Last day to apply for spring graduation.**
- Petition for reduction in dissertation hours.
- Submit faculty/staff waiver forms.

March 24-30 - Spring break (no classes; campus open).

April 7 - Last day to drop or withdraw without a petition and special approval from student's dean.

May 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.

May 12-17 - Finals Week.

May 17 - End of semester.

May 26 - Spring Final grades available on S.M.A.R.T.

INTENSIVE AND MODULE COURSES:

- Adds after 1st class to start of 3rd class **require** instructor signature.
- Drops after 2nd class to start of 3rd class **require** instructor signature. **Drop charges apply the first day of class or later.** Drops or withdrawal after 3rd class meeting require special approval from student's dean. No tuition adjustment.

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.

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. Module courses meet:

First five weeks: January 22 – February 23

Second five weeks: February 25– April 5

Third five weeks: April 7 – May 10

ACADEMIC CALENDAR 2008

Summer 2008 (tentative)

Classes Begin June 2
Independence Day Holiday – No classes; campus closed July 4
End of Term July 26

Fall 2008 (tentative)

Classes Start August 11
DEMOCRATIC NATIONAL CONVENTION (No Classes) Aug. 24-29
Labor Day Holiday (Campus Closed/No Classes) September 1
Fall Break – No classes; campus open November 24-30
Thanksgiving Day Holiday – No classes; campus closed November 27
End of term December 13

BILLING INFORMATION

(Check S.M.A.R.T. for your current account balance)

- **Please be aware there is a required registration advance payment of \$200.00.** This payment must be made before you can register. The ONLY exception to this requirement is if the Financial Aid Office has received your FAFSA data and you have completed the University Application for Financial Aid.
- 1st day of the term through the following Monday – If the student withdraws from all classes for the term, he/she will forfeit \$200, which corresponds to the \$200 registration advance payment.
- Beginning the second Tuesday of the fall and spring terms until census date- If a student drops a course, a \$100 drop charge will be assessed. If a student withdraws during this time frame (therefore dropping all classes), all tuition and other fees will be removed, but a drop charge of \$100 will be assessed for each course.

STUDENTS ARE RESPONSIBLE FOR COMPLYING WITH TUITION/FEE DEADLINES. UNPAID TUITION WILL BE SUBJECT TO LATE PAYMENT AND SERVICE CHARGES.

ADDITIONALLY, PAST DUE ACCOUNTS MAY BE ASSESSED A 20% INTERNAL COLLECTION FEE ON THE UNPAID BALANCE.FOR DETAILED INFORMATION ON PAYMENT DATES AND POLICIES, CALL 303-556-2710 or visit www.ucdhsc.edu/bursar/billandenroll.

DO NOT WAIT FOR A BILL. POSTMARKS WILL NOT BE HONORED. MAKE SURE YOUR BILLING AND EMAIL ADDRESSES ARE CORRECT.