

ACADEMIC CALENDAR

Dates and Deadlines

Summer 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.

- March 13 - Registration begins. Students can register on or after their assigned time.
- **Apply for summer graduation.** See your advisor.
- May 29 - Memorial Day Holiday – campus closed.
- May 30 - First day of Summer term classes.
- Faculty/staff may register.
- June 1 - Last day to be added to the wait-list of a course.
- June 5 - First day instructor may approve request to add a student to a full course using a Schedule Adjustment Form.
- **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.
- June 6 - Between June 6 and June 8:
- **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.
- June 8 - **LAST DAY TO:**
- By 5:00 PM - **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**, students 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 summer graduation.**
- Petition for reduction in dissertation hours.
- Submit faculty/staff waiver forms.
- July 3 - Last day to drop or withdraw without a petition and special approval from student's dean.
- July 4 - Independence Day Holiday – campus closed.
- July 10 - 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.
- August 5 - End of Term.
- August 14 - Summer Final grades available on S.M.A.R.T.
- September 15 - Transcripts available with summer 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: May 30 – July 1
 Second five weeks: July 3 – August 5

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 2006-2007

Fall 2006 (tentative)

Classes Begin..... August 21
 Labor Day Holiday, Campus Closed.....September 4
 Fall Break - No classes, Campus Open November 20-26
 End of TermDecember 16

Spring 2007 (tentative)

Martin Luther King Holiday. No classes; campus open January 15
 Classes Begin..... January 16
 Spring BreakMarch 19-25
 End of TermMay 12

PAYMENT DUE DATES

(Check S.M.A.R.T.

for your current account balance)

If You Register	You Choose To Pay	Your Bill Will Be Mailed	Your Payment Due Date
On or Before April 28, 2006 by 5:00pm	In Full	Week of May 1st	May 18, 2006
On or Before April 28, 2006 by 5:00pm	By Deferred Payment Plan (\$35 Non-Refundable Deferment Fee Assessed)	Week of May 1st	Deferred Payment Plan: 40% May 18, 2006 30% June 16, 2006 30% July 14, 2006
After 5:00pm on April 28, 2006	In Full (Due Before Registering) Or...	N/A	N/A
After 5:00pm on April 28, 2006	...\$335 Down Payment (Due Before Registering) with Final Payment on Due Date (Includes \$35 Non-Refundable Deferment Fee)	Week of June 12th	June 30, 2006

**THERE ARE NO EXCEPTIONS TO THE PAYMENT OPTIONS ABOVE.
 FAILURE TO COMPLY MAY RESULT IN DISENROLLMENT
 ON May 19, 2006 - 5:00pm**

Students Who Have Applied For Summer Financial Aid Must Pay Balance Due By July 7, 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.**