

ACADEMIC CALENDAR

Dates and Deadlines

Summer 2007

- 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 12 - Registration begins. Students can register on or after their assigned time.
- **Apply for summer graduation.** See your advisor.
- May 28 - Memorial Day Holiday – campus closed.
- May 29 - First day of Summer term classes.
- Faculty/staff may register.
- Last day to petition residency.
- May 31 - Last day to be added to the wait-list of a course.
- June 4 - First day instructor may approve request to add 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 5 - Between June 5 and June 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.
- **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,** 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 2 - 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 4 - End of Term.
- August 13 - Summer Final grades available on S.M.A.R.T.
- September 14 - 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 29 – June 30
Second five weeks: July 1 – August 4

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 2007-2008

Fall 2007 (tentative)

Classes Begin..... August 20
Labor Day Holiday, Campus Closed.....September 3
Fall Break - No classes, Campus Open..... November 19-25
Thanksgiving Day Holiday (no classes, campus closed)..... November 22
End of Term..... December 15

Spring 2008 (tentative)

Martin Luther King Holiday. No classes; campus open January 21
Classes Begin..... January 22
Spring Break March 24-30
End of Term May 17

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 20, 2007 by 5:00pm	In Full	Week of April 23rd	May 21, 2007
On or Before April 20, 2007 by 5:00pm	By Deferred Payment Plan (\$35 Non-Refundable Deferment Fee Assessed)	Week of April 23rd	Deferred Payment Plan: 40% May 21, 2007 30% June 18, 2007 30% July 16, 2007
After 5:00pm on April 20, 2007	In Full (Due Before Registering) Or...	N/A	N/A
After 5:00pm on April 20, 2007	...\$335 Down Payment (Due Before Registering) with Final Payment on Due Date (Includes \$35 Non-Refundable Deferment Fee)	Week of June 11th	June 29, 2007

**THERE ARE NO EXCEPTIONS TO THE PAYMENT OPTIONS ABOVE.
FAILURE TO COMPLY MAY RESULT IN DISENROLLMENT
ON May 21, 2007 - 5:00pm**

Students Who Have Applied For Summer Financial Aid Must Pay Balance Due By July 16, 2007.

**DO NOT WAIT FOR A BILL. POSTMARKS WILL NOT BE HONORED.
MAKE SURE YOUR BILLING ADDRESS IS CORRECT.**

UNPAID TUITION WILL BE ASSESSED A 1.5% MONTHLY SERVICE CHARGE.
ADDITIONALLY, A 20% INTERNAL COLLECTION FEE WILL BE ASSESSED ON THE UNPAID BALANCE.
FOR ADDITIONAL INFORMATION ON PAYMENT POLICIES, CALL 303-556-2710.