

# ACADEMIC CALENDAR

## Dates and Deadlines

### Summer 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.

March 10 -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 Summer graduation.** See your advisor.

May 26 - Memorial Day Holiday (campus closed)  
June 1 - **Last day to withdraw from all classes and receive refund of \$200 advance payment.**

June 2 - First day of Summer semester classes.  
- Faculty/staff using tuition waiver may register.  
- Last day to petition residency.

June 6 - Last day to drop a course without a \$100 drop charge

June 8 - **LAST DAY TO:**  
- **Add courses 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.  
- Last day to be added to the waitlist of a course

June 9 - No adds permitted

June 10 - **LAST DAY TO:**  
By 5:00 PM - DROP full-term courses with tuition adjustment.  
(Census Date) - After this date, dropped courses **require instructor's approval** and *will appear* on your transcript.  
- First day instructor may approve request to add a Student to a closed course using a Schedule Adjustment Form  
- Full term courses may be added using a Schedule Adjustment Form with instructor's approval.  
- 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.

- **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 Summer graduation.**

- Petition for reduction in dissertation hours.

- Submit faculty/staff waiver forms.

June 30 - Last day to drop or withdraw without a petition and special approval from student's dean.

July 4 - Independence Day Holiday (campus closed)

July 18 - 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.

July 26 - End of semester.

Aug 4 - Summer Final grades available on S.M.A.R.T.

### INTENSIVE AND MODULE COURSES:

- Adds after 1<sup>st</sup> class to start of 3<sup>rd</sup> class **require** instructor signature.  
- Drops after 2<sup>nd</sup> class to start of 3<sup>rd</sup> class **require** instructor signature. **Drop charges apply the first day of class or later.** Drops or withdrawal after 3<sup>rd</sup> 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: June 2-July 3

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

### ACADEMIC CALENDAR 2008-2009

#### 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

#### Spring 2009 (tentative)

Martin Luther King Day - No classes; campus open ..... Jan 19  
Classes Begin..... Jan 20  
Spring Break – No classes; campus open ..... March 23-29  
End of Term..... May 16

### 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.
- 1<sup>st</sup> 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 Saturday after the first week of Summer classes 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/FEES DEADLINES. UNPAID TUITION WILL BE SUBJECT TO a 1.75% SERVICE CHARGE.**

**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](http://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.**