

ACADEMIC CALENDAR

Dates and Deadlines

Spring 2009

- 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 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 spring graduation. See your advisor.
- January 19 - Martin Luther King Holiday (No Classes; Campus Open)
- January 19 **By 5:00pm** - **Last day to withdraw from all classes and receive refund of \$200 advance payment.**
- January 20 - First day of Spring semester classes.
 - Faculty/staff using waiver may register.
 - Last day to petition residency.
- January 25 - **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 26 - **No adds permitted today.**
- Last day to drop a course without a \$100 drop charge.
- January 27 - First day instructor may approve a request to add a student to a closed course using a Schedule Adjustment Form.
- January 27 - **Between January 27 & February 4:**
- Open 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.
- February 4 **CENSUS DATE**
By 5:00 PM - **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 23-29 - Spring Break (No Classes; Campus Open)
- April 6 - 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 11-16 - Finals Week.
- May 16 - End of semester. Commencement.
- May 27 - 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 20-February 21
Second five weeks:	February 23-March 28
Third five weeks:	March 30-May 2

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Summer 2009 (tentative)

Maymester classes begin.....	May 19
Memorial Day Holiday-Campus closed.....	May 25
Maymester classes end.....	June 5
Summer classes begin.....	June 8
Independence Day Holiday – No classes; campus closed	July 4
End of term.....	August 1

Fall 2009 (tentative)

Classes begin.....	August 17
Labor Day Holiday – No classes; campus closed.....	Sept 7
Fall Break – No classes; campus open.....	Nov 23-29
Thanksgiving Day Holiday – No classes; campus closed.....	Nov 26
End of term.....	Dec 12

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 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 [Student Billing Policy](#) .**

The University of Colorado Denver has implemented an official **E-Bill** (electronic billing) program. Beginning with the Fall 2008 Term, UC Denver no longer mails paper billing statements to students. All registered students must access their student account bill through the [CU Access portal](#) .