

ACADEMIC CALENDAR

Dates and Deadlines

Summer 2010

- 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 8	-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 18	- First day of Intensive 3 week session (See Maymester section for more information)
May 31	- Memorial Day Holiday (campus closed)
June 6	- Last day to withdraw from all classes and receive refund of \$200 advance payment.
June 7	- First day of Summer Classes - Faculty/staff using tuition waiver may register. - Last day to petition residency.
June 11	- Last day to drop a course without a \$100 drop charge
June 13	- 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. - Last day to be added to the waitlist of a course.
June 14	-No adds permitted
June 15 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 <i>will appear</i> on your transcript and College Opportunity Fund hours will be deducted from your lifetime hours. - 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. - 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 for Candidate for Degree - Last day to apply for Summer graduation. - Petition for reduction in dissertation hours. - Submit faculty/staff waiver forms.
July 5	- Independence Day Holiday (campus closed).
July 6	- First day Registrar's Office requires dean's signature to Drop or withdraw. NOTE: your college may require dean's approval prior to this date; please see your advisor.
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.
July 31	- End of semester.
Aug 11	- Summer Final grades available on S.M.A.R.T.

Maymester Deadlines

May 18 By 5:00	-First Day of Classes - LAST DAY TO -Add Classes -Drop Classes -Waitlist for Classes
May 22	-Last day to drop or withdraw Maymester classes without Petition and special approval from student's dean
May 31	-Memorial Day Holiday (campus closed)
June 4	-Last day of classes
June 16	-Final grades available on SMART

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: June 7-July 9

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

BILLING INFORMATION

Applies only to full Summer Session

- **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 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.