

ACADEMIC CALENDAR

Dates and Deadlines

Fall 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 use their official **e-mail address** on record; communication regarding registration will be sent via e-mail to students during the registration period.

- April 2 - 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 fall graduation.** See your advisor.
- August 20 - First day of Fall semester classes.
- Faculty/staff may register.
- Last day to petition residency.
- August 26 - **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.
- Last day to be added to the wait-list of a course.
- August 27 - **Last day to drop a course without a drop charge of \$100.**
- August 28 - First day instructor may approve request to add a student to a full course using a Schedule Adjustment Form.
- From August 28 to September 5: Drops using S.M.A.R.T. permitted. **Drop charges apply.**
- August 31 - 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.
- September 3 - Labor Day Holiday – campus closed.
- September 5 - **LAST DAY TO:**
- By 5:00 PM - DROP full-term courses with tuition adjustment. **Drop charges apply.**
- (Census Date)
- 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 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 fall graduation.**
- Petition for reduction in dissertation hours.
- Submit faculty/staff waiver forms.
- October 29 - Last day to drop or withdraw without a petition and special approval from student's dean.
- November 19-25 - Fall break. Campus closed on Thanksgiving day.
- December 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.
- December 10-15 - Finals Week.
- December 15 - End of semester.
- December 24 - Fall Final grades available on S.M.A.R.T.
- February 1 - Transcripts available with fall degrees posted.

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:	August 20 – September 22
Second five weeks:	September 24 – October 27
Third five weeks:	October 29 – December 8

ACADEMIC CALENDAR 2008

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

Summer 2008 (tentative)

Memorial Day Holiday, campus closed.....	May 26
Classes Start.....	May 27
Independence Day Holiday (Campus Closed/No Classes).....	July 4
Classes End.....	August 2

PAYMENT DUE DATES

(Check S.M.A.R.T. for your current account balance)

Effective March 2007, registration and payment options have changed significantly. **Please be aware there is a required registration advance payment of \$200.00.** 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.

If You Register	You Choose	Your Bill Will Be Mailed	Your Payment Due Date
On or Before July 31, 2007 by 5:00pm	To Pay In Full	Week of August 6 th	August 20, 2007
On or Before July 31, 2007 by 5:00pm	Or... By Deferred Payment Plan	Week of August 6 th	Deferred Payment Plan: 40% Aug. 20, 2007 30% Sept. 19, 2007 30% Oct. 19, 2007 (\$35 Non-Refundable Deferment Fee Assessed)
After 5:00pm on July 31, 2007	Pay In Full	Week of TBA	September 19, 2007
After 5:00pm on July 31, 2007	Or... By Deferred Payment Plan	Week of TBA	Deferred Payment Plan: 70% Sept. 19, 2007 30% Oct. 19, 2007 (\$35 Non-Refundable Deferment Fee Assessed)

THERE ARE NO EXCEPTIONS TO THE PAYMENT OPTIONS ABOVE.

Drop charges will now apply for any course/section dropped beginning the Tuesday of the second week of classes through census date. Students will no longer receive 100% tuition refund for withdrawing before census date.

- First 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. If the student drops a class, no course drop charge will be assessed for dropping that course.
- Each drop (course or section change) beginning the second Tuesday of the fall and spring semester through census date, will be assessed a \$100 drop charge. If a student withdraws (therefore dropping all classes), a drop charge will be assessed for each course.

**DO NOT WAIT FOR A BILL. POSTMARKS WILL NOT BE HONORED.
MAKE SURE YOUR BILLING AND EMAIL ADDRESSES ARE 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 or visit www.ucdhsc.edu/bursar/billandenroll.**