

ACADEMIC CALENDAR

Dates and Deadlines

Spring 2006

- 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.

- November 7 - Registration begins. Students can register on or after their assigned time.
- January 16 - **Apply for spring graduation.** See your advisor.
- January 17 - Martin Luther King Jr. Holiday
- January 17 - Campus Open/No Classes.
- January 17 - First day of Spring semester classes.
- January 17 - Faculty/staff may register.
- January 19 - Last day to be added to the wait-list of a course.
- January 23 - First day instructor may approve request to add a student to a full course using a Schedule Adjustment Form.
- January 26 - **LAST DAY TO:**
- January 26 - **Add courses using S.M.A.R.T web registration.**
- January 26 - **NOTE:** If your name is not on the official class roster, you are not officially registered in the course.
- January 27 - Between January 27 and February 1:
- January 27 - **Drops using S.M.A.R.T. permitted**
- February 1 - Full-term courses may be added using a Schedule Adjustment Form with instructor's approval.
- February 1 - 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.**
- February 1 - Independent study, internship, thesis, and dissertation credit may be added with required signature approvals using a Special Processing Form.
- February 1 - **LAST DAY TO:**
- February 1 - **By 5:00 PM**
- February 1 - **DROP Full-term courses with tuition adjustment.** Drops after this date *will appear* on your transcript.
- February 1 - **After this date, dropped courses require instructor's approval.**
- February 1 - **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.
- February 1 - **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).
- February 1 - Request a No Credit grade for a course.
- February 1 - Request a Pass/Fail grade for a course.
- February 1 - Register as candidate for degree.
- February 1 - **Last day to apply for spring graduation.**
- February 1 - Petition for reduction in dissertation hours.
- February 1 - Submit faculty/staff waiver forms.
- March 20-26 - Spring break.
- April 3 - 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 8-13 - Finals Week.
- May 13 - End of semester. Commencement.
- May 22 - Spring Final grades available on S.M.A.R.T.
- June 22 - Transcripts available with spring 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: January 16 – February 18
 Second five weeks: February 20 – April 1
 Third five weeks: April 3 – May 13

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 2006

Summer 2006 (tentative)

Memorial Day Holiday, campus closed..... May 29
 Classes Start..... May 30
 Independence Day Holiday (Campus Closed/No Classes) July 4
 Classes End August 5

Fall 2006 (tentative)

Classes Begin..... August 21
 Labor Day Holiday, campus closedSeptember 4
 Fall Break (no classes, campus open)..... November 20-26
 Thanksgiving Day Holiday (no classes, campus closed) November 23
 End of Term December 16

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 December 16, 2005 by 5:00pm	In Full	Week of December 19th	January 12, 2006
On or Before December 16, 2005 by 5:00pm	By Deferred Payment Plan (\$35 Non-Refundable Deferment Fee Assessed)	Week of December 19th	Deferred Payment Plan: 40% Jan 12, 2006 30% Feb 10, 2006 30% Mar 10, 2006
After 5:00pm on December 16, 2005	In Full (Due Before Registering) Or...	N/A	N/A
After 5:00pm on December 16, 2005	...\$335 Down Payment (Due Before Registering) with Final Payment on Due Date (Includes \$35 Non-Refundable Deferment Fee)	Week of February 13, 2006	March 3, 2006

THERE ARE NO EXCEPTIONS TO THE PAYMENT OPTIONS ABOVE.
 FAILURE TO COMPLY MAY RESULT IN DISENROLLMENT
 ON JANUARY 13, 2006 - 5:00pm.

Students Who Have Applied For Spring Financial Aid Must Pay Balance Due
 By March 22, 2006.

DO NOT WAIT FOR A BILL. POSTMARKS WILL NOT BE HONORED.
 MAKE SURE YOUR BILLING ADDRESS IS CORRECT.
 ADDITIONAL INFORMATION ON PAYMENT POLICIES, CALL 303-556-2710.