

ACADEMIC CALENDAR

Dates and Deadlines

Spring 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 have an accurate **e-mail address** on record; communication regarding registration will be sent via e-mail to students during the registration period.

- November 13 - Registration begins. Students can register on or after their assigned time.
- **Apply for spring graduation.** See your advisor.
- January 15 - Martin Luther King Jr. Holiday.
- Campus Open/No Classes.
- January 16 - First day of spring semester classes.
- Faculty/staff may register.
- January 18 - Last day to be added to the wait-list of a course.
- January 22 - First day instructor may approve request to add a student to a full course using a Schedule Adjustment Form.
- January 25 - **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.
- January 26 - Between January 26 and January 31:
- **Drops using S.M.A.R.T. permitted**
- 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.
- January 31 - **LAST DAY TO:**
- By 5:00 PM - **DROP full-term courses with tuition adjustment.** Drops after this date *will appear* on your transcript.
- **After this date, dropped courses require instructor's approval.**
- **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 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).
- 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 spring graduation.**
- Petition for reduction in dissertation hours.
- Submit faculty/staff waiver forms.
- March 19-25 - Spring break.
- April 2 - 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 7-12 - Finals Week.
- May 12 - End of semester. Commencement.
- May 21 - Spring final grades available on S.M.A.R.T.

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 17
 Second five weeks: February 19 – March 31
 Third five weeks: April 2 – May 12

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 second class meeting for a tuition adjustment.**

ACADEMIC CALENDAR 2007

Summer 2007 (tentative)

Memorial Day Holiday, campus closed..... May 28
 Classes Start..... May 29
 Independence Day Holiday (Campus Closed/No Classes) July 4
 Classes End August 4

Fall 2007 (tentative)

Classes begin..... August 20
 Labor Day Holiday, campus closed September 3
 Fall Break (no classes, campus open)..... November 19-25
 Thanksgiving Day Holiday (no classes, campus closed) November 22
 End of Term December 15

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 8, 2006 by 5:00pm	In Full	Week of December 11th	January 8, 2007
On or Before December 8, 2006 by 5:00pm	By Deferred Payment Plan (\$35 Non- Refundable Deferment Fee Assessed)	Week of December 11th	Deferred Payment Plan: 40% Jan 8, 2007 30% Feb 9, 2007 30% Mar 9, 2007
After 5:00pm on December 8, 2006	In Full (Due Before Registering) Or...	N/A	N/A
After 5:00pm on December 8, 2006	...\$335 Down Payment (Due Before Registering) with Final Payment on Due Date (Includes \$35 Non-Refundable Deferment Fee)	Week of February 5th	February 23, 2007

**THERE ARE NO EXCEPTIONS TO THE PAYMENT OPTIONS ABOVE.
 FAILURE TO COMPLY MAY RESULT IN DISENROLLMENT
 ON JANUARY 8, 2007 - 5:00pm.**

Students Who Have Applied For Spring Financial Aid Must Pay Balance Due
 By March 9, 2007

**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.**