

# ACADEMIC CALENDAR

## Dates and Deadlines

### Summer 2005

- 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.

- March 11 - Registration begins. Students can register on or after their assigned time.
- Apply for summer graduation. See your Advisor.
- May 30 - Memorial Day Holiday.
- May 31 - First day of Summer term classes.
- Faculty/staff may register.
- June 2 - Last day to be added to the wait-list of a course.
- June 6 - First day instructor may approve request to add a student to a full course using Schedule Adjustment Form.
- **LAST DAY TO:**
- **Add courses using S.M.A.R.T web registration system.**
- NOTE: If your name is not on the official class roster, you are not officially registered in the course.
- June 7 - Between June 7 and June 9:
- **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.
- **LAST DAY TO:**
- **DROP Full-term courses with tuition adjustment.** Drops after this date *will appear* on transcript.
- **After this date, dropped courses require instructor's approval.**
- **ADD full term courses** (except thesis, independent study and internships).
- **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 summer graduation.
- Petition for reduction in dissertation hours.
- Submit faculty/staff waiver forms.
- July 4 - **Independence Day Holiday – campus closed**
- July 5 - Last day to drop or withdraw without a petition and special approval from student's dean.
- August 6 - End of Term.
- August 15 - Summer Final grades available on SMART.
- September 16 - Transcripts available with summer 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: May 31 – July 2  
 Second five weeks: July 5 – August 6

**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 2005-2006

#### Fall 2005 (tentative)

Classes Begin..... August 22  
 Labor Day Holiday, Campus Closed..... September 5  
 Fall Break - No classes, Campus Open..... November 21-27  
 End of Term..... December 17

#### Spring 2006 (tentative)

Martin Luther King Holiday. No classes; campus open ..... January 16  
 Classes Begin..... January 17  
 Spring Break ..... March 20-26  
 End of Term ..... May 13

### 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 May 6, 2005 by 5:00pm	In Full	Week of May 9 <sup>th</sup>	May 23, 2005
On or Before May 6, 2005 by 5:00pm	By Deferred Payment Plan (\$35 Non-Refundable Deferment Fee Assessed)	Week of May 9 <sup>th</sup>	Deferred Payment Plan: 40% May 23, 2005 30% June 20, 2005 30% July 18, 2005
After 5:00pm on May 6, 2005	In Full (Due Before Registering) Or...	N/A	N/A
After 5:00pm on May 6, 2005	...\$335 Down Payment (Due Before Registering) with Final Payment on Due Date (Includes \$35 Non-Refundable Deferment Fee)	Week of July 4 <sup>th</sup>	July 18, 2005
<p><b>STUDENTS WHO HAVE NOT MADE PAYMENT ARRANGEMENTS ARE SUBJECT TO BE DISENROLLED FOR NON-PAYMENT ON MAY 25, 2005 - 5:00pm</b></p> <p>Students Who Have Applied For Summer Financial Aid Must Pay Balance Due By July 8, 2005</p>			