

Spring 2018 CALENDAR • January 8 - May 11 REGULAR AND *SPECIAL SESSION

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November 2017

November 13-30.....Advance online registration for Regular Session (16-Week), Intersession, and Special Session courses.

November 28.....**Cougar Start U** - Mandatory New Student Orientation.

December 2017

December 1 - January 5.....Regular online registration for Regular Session (16-Week), Intersession, and Special Session courses continue. Students may add/drop courses during this period. Payment must be received by **December 8, 2017**.

December 1.....First E-Bill posted for Spring 2018. **Subsequent E-Bills will be sent monthly**. For more information refer to the Spring 2018 General Information (*published online*).

December 1-13.....Spring 2018 Intersession course online registration period continues.

December 8.....Initial payment due for all Spring 2018 Sessions. Students must be validated (make a payment) by this date.

December 13.....Spring 2018 Intersession classes begin.

December 13.....Last day to register for Spring 2018 Intersession courses.

December 13 - January 6.....Spring 2018 Intersession course period begins (**Note**: In order to drop from an Intersession course, a drop form must be submitted within **two (2)** days from the start of the Intersession course to receive **100%** reversal charges.)

December 25-26.....**HOLIDAY: Christmas Holiday Observance- No Intersession classes; Campus closed.**

December 27.....Spring 2018 Intersession classes continue.

January 2018

January 1-2.....**HOLIDAY: New Year's Day Observance- No Intersession classes; Campus closed.**

January 2-5.....Online registration for Regular Session (16-Week) and Special Session courses continue.

January 2-9.....Late Registration/Change of Schedule period for the Regular Session (16-Week) courses. (**All first-time registrations processed on and after January 8 will incur a one-time \$100 late registration fee.** Payment due at the time of registration.)

January 3.....Final payment due date for Spring 2018 Intersession courses.

January 3-4.....Ventra CTA card distribution period (10am - 6pm).

January 3-6.....Spring 2018 Intersession classes continue.

January 3-6.....Enrollment Related Services: Wednesday–Thursday, January 3-4, 9am–7pm; Friday, January 5, 9am - 5pm and Saturday, January 6, 10am–2pm.

January 3-12.....Spring 2018 Book Voucher distribution period (*please view Bursar's website*).

January 6.....Last day for Spring 2018 Intersession classes.

January 8.....Regular Session (16-Week) Day and Evening Spring 2018 classes begin.

January 8-9.....Ventra CTA card distribution period (10am - 6pm).

January 8-13.....Spring 2018 1st drop for non-payment (all sessions). During the first week of classes, students enrolled in regular session without a payment posted to their student account *may be dropped* from all classes.

January 8-14.....Regular Session (16-Week) **Add/Drop** Period for **registered students only**. (**Note**: Students may **add** a class through Friday, January 12 until 5 p.m. in the Office of the Registrar. Students may **drop a class online** through January 14, 2018.)

January 10.....Final grades due for Spring 2018 Intersession courses. Faculty submits final grades for Spring 2018 Intersession courses via CSU X-Press.

January 15.....**HOLIDAY: Martin L. King – No classes; Campus closed.**

January 17.....Deadline for enrollment in, or waiving out of the mandatory student health insurance program for the Regular Session (16-Week) Spring 2018 term.

January 17.....Last day to submit non-attendance "**WD**" withdrawals to the Office of the Registrar for Regular Session (16-week) courses.

January 17.....Last day to drop a Regular Session (16-Week) courses online for **100%** reversal of tuition and refundable fees when registered for 15 hours or less or upon **complete withdrawal** from all courses. (**Note**: Students may not drop his/her last class online after **December 29, 2017**, refer to page 14 in Spring 2018 General Information for complete withdrawal.)

January 17-31.....Special Session online registration for (12-Week) courses continue. Students may **add/drop** courses online during this period. **Payment is due at time of registration.**

January 19.....Deadline to submit proof of required immunizations to Wellness/Health Center to avoid a \$25 non-compliance fee.

January 29 - February 3.....First academic warning submission period.

January 30.....Last day to **completely withdraw** from the **Regular Session** (16-week) and receive a 50% reversal of tuition and fees. **Note**: A 50% reversal of charges only applies to complete withdrawals.

***NOTE**: Students will not be able to drop the last class online resulting in a full withdrawal with zero (0) credit hours of enrollment after **December 29, 2017**. Students must request and complete the online "Complete Withdrawal Form" and submit via the Web to the Office of the Registrar (ADM 128) by the deadline. He/she must also participate in a short exit interview with Financial Aid prior to the processing of the complete withdrawal by the Registrar's Office. See page 14 of the Spring 2018 General Information (*published online*) for more information.

Failure to read information listed in Term (Semester) Information, catalogs and/or on the website does not negate adherence to required academic regulations.

Information related to tuition, fees, dates and course information is subject to change.

The most current version of the Spring 2018 Academic Calendar will be posted online at csu.edu/coursebulletin/acadcalendar.htm.

February 2018

- February 5-10**.....Spring 2018 2nd drop for non-payment (**all sessions**). During the first week of classes, students enrolled in regular session without a payment posted to their student account may be dropped from all classes.
- February 4-5**.....Special Session Online Registration / Change of Program Period continues. Student may **add/drop** courses online during this period. Payment is due at the time of registration.
- February 5**.....**Special Session Day and Evening classes begin.**
- February 9**.....Deadline for enrollment in, or waiving out, of mandatory student health insurance program for the Special Session classes. **Note:** Students whose enrollment into Special Session courses brings them into full-time status (12 hours for undergraduates/9 hours for graduates/6 hours for doctoral) will be charged the mandatory health insurance fee. (*See page 18 in the Spring 2018 General Information.*)
- February 9**.....Deadline to submit approved graduate graduation applications and gapp forms to Graduate and Professional Studies Office (ADM 308) for May 2018 degree conferment. (*Students submitting applications after the February 9 deadline will not be eligible for participation in the Spring 2018 Commencement Ceremony and/or degree conferral. Check for special commencement announcements.*)
- February 10**.....Final payment due for Spring 2018 registration (*Regular and Special Session*).
- February 12**.....Last day to withdraw or completely withdraw from a Regular Session (16-Week) courses and receive a "W" on the transcript. For a complete withdrawal, please see instructions below*.
- February 12**.....Last day to drop a Special Session class online for **100%** reversal of tuition and refundable fees when registered for 15 hours or less or upon complete withdrawal from all courses. (**Note:** Students may not drop his/her last class online after **December 29, 2017.**) Please refer to page 14 for a complete withdrawal.
- February 12**.....Last day to submit a non-attendance "WD" withdrawal to the Office of the Registrar for Special Session 12-week courses.
- February 19**.....**HOLIDAY: President's Day- No Classes; Campus closed.**
- February 20**.....Last day to completely withdraw from the Special Session (12-Week) and receive a **50%** reversal of tuition and fees. **Note:** **50%** reversal of charges only apply to complete withdrawals.
- February 23**.....Deadline to schedule a meeting with your academic advisor to complete your degree audit for your Spring 2018 undergraduate graduation application.
- February 26**.....Last day to withdraw or completely withdraw from a 12-Week (Special Session) class and receive a "W" on the transcript. For a complete Withdrawal, please refer to page 14.
- February 26 - March 3**.....Second academic warning submission period.

March 2018

- March 1**.....Graduates – Deadline to submit approved dissertation to ProQuest (email Graduate and Professional Studies at graduateprograms@csu.edu for more information).
- March 19-24**.....**Spring Recess - No classes.**
- March 23**.....Deadline to submit approved undergraduate graduation applications to Evaluations Office (ADM 128) for May 2018 degree conferment. (*Students submitting applications after the March 23 deadline will not be eligible for participation in the Spring 2018 Commencement Ceremony and/or degree conferral. Check for special commencement announcements.*)
- March 26-31**.....Third academic warning submission period.

April 2018

- April 7**.....Graduates – Deadline to submit approved thesis to ProQuest (email Graduate and Professional Studies at graduateprograms@csu.edu for more information).
- April 13**.....Undergraduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for Summer or Fall 2017 terms.
- April 13**.....Graduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for the Spring 2017 term.
- April 23**.....**Advance Registration for Summer and Fall 2018 begin.**
- April 28**.....Last day of class before final examination period.
- April 30 - May 5**.....Final examination period (see timetable in Spring 2018 General Information (*published online*) for more information).

May 2018

- May 8**.....Faculty deadline to submit final grades for Spring 2018 via CSU Express.
- May 8**.....Faculty deadline to submit an Incomplete Contract for an "I" grade for Spring 2018. (The contract form must be signed by the student, faculty and chairperson and submitted to the Office of the Registrar.)
- May 8**.....Faculty deadline to submit a change of grade form to the Office of the Registrar for removal of an Incomplete "I" grade issued in Summer and Fall 2017 for undergraduate and Spring 2017 for graduate students.
- May 10**.....Spring 2018 Commencement Ceremony.
- May 11**.....Spring 2018 term ends.
- After May 14**.....Spring 2018 grades are available on CSU X-Press.
- After May 14**.....Spring 2018 degree postings are available on CSU X-Press.

*NOTE: Students will not be able to drop the last class online resulting in a full withdrawal with zero (0) credit hours of enrollment after **December 29, 2017**. Students must request and complete the online "Complete Withdrawal Form" and submit via the Web to the Office of the Registrar (ADM 128) by the deadline. He/she must also participate in a short exit interview with Financial Aid prior to the processing of the complete withdrawal by the Registrar's Office. See page 14 of the Spring 2018 General Information (published online) for more information.

QUICK VIEW: Registration/Payment/Drop Dates

INTERSESSION COURSES DECEMBER 13 – JANUARY 6

Web Registration Dates	Initial Payment Due Date <i>See Note Below*</i>	100% Reversal of Charges Drop Date <i>See Note Below*</i>	Final Payment Due Date <i>See Note Below*</i>	Final Withdrawal Date (W on Transcript) <i>See Note Below*</i>
November 13–30	December 8, 2017	By 5pm on the 2nd day of the Intercession Course.	January 3	By 5pm on the 3rd day of the Intercession Course.
December 1-13* (Late Registration)	Upon Registration			

REGULAR SESSION (16-WEEK) COURSES JANUARY 8 – MAY 11

Web Registration Dates	Initial Payment Due Date <i>See Note Below*</i>	100% Reversal of Charges Drop Date <i>See Note Below*</i>	Final Payment Due Date <i>See Note Below*</i>	Final Withdrawal Date (W on Transcript) <i>See Note Below*</i>
November 13–January 1	December 8, 2017	January 17	February 10	February 12
January 2-9* (Late Registration)	Upon Registration			

*SPECIAL SESSION (12-WEEK) COURSES FEBRUARY 5 – MAY 11

Web Registration Dates	Initial Payment Due Date <i>See Note Below*</i>	100% Reversal of Charges Drop Date <i>See Note Below*</i>	Final Payment Due Date <i>See Note Below*</i>	Final Withdrawal Date (W on Transcript) <i>See Note Below*</i>
November 13–February 5	December 8, 2017	February 12	February 10	February 26
February 5* (Late Registration)	Upon Registration			

***NOTES:**

- Failure to make payment arrangements by the Initial Payment Due dates above may result in being dropped from classes. Students must make a payment by this date or provide civil service waivers, third party vouchers, etc by this date.
- A final payment must be made by **February 10, 2018** to avoid a business hold, which prevents future registrations and late charge.
- **January 17, 2018** is the deadline to drop **ALL Regular Session courses** or reduce credit hour load with eligibility for **100%** reversal of charges.
- **January 30, 2018** is the deadline to **completely withdraw ALL** Regular Session courses with a grade of **W** on the transcript with eligibility for **50%** reversal of charges (*if registered for Regular Session courses only*).
- **February 12, 2018** is the deadline to withdraw from one or more Regular Session courses with a grade of **W** on transcript with eligibility for 0% reversal of charges.
- **February 12, 2018** is the deadline to drop **ALL Special Session courses** or reduce credit hour load with eligibility for **100%** reversal of charges (*if registered for Special Session courses only*).
- **February 20, 2018** is the deadline to **completely withdraw ALL** Special Session courses with a grade of **W** on the transcript with eligibility for **50%** reversal of charges (*if registered for Regular Session courses only*).
- **February 26, 2018** is the deadline to withdraw from one or more Special Session courses with a grade of **W** on transcript with eligibility for 0% reversal of charges.
- **Late registration period: \$100 Late Registration Fee** will be charged for any initial registrations made on or **after January 8, 2018** for the Regular Session.
- The University may limit the offering of Special Session course for Spring 2018 based on programs.