

# Spring 2017 CALENDAR • January 9 - May 12 REGULAR AND \*SPECIAL SESSION

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### November 2016

November 14-30.....Advance Registration for the Regular Session (16-Week), Intercession, and Special Session courses.

### December 2016

December 1-January 5.....Regular Registration for the Regular Session (16-Week), Intercession, and Special Session courses continue. Students may add/drop courses during this period. Payment must be received by December 9, 2016.

December 1.....First E-Bill posted for Spring 2017. Subsequent E-Bills will be sent monthly. For more information refer to the Spring 2017 General Information (published online).

December 1-14.....Spring 2017 Intercession course registration period continues.

December 9.....Initial payment due for all Spring 2017 Sessions. Students must be validated (**make a payment**) by this date.

December 12.....Cougar Start U - Mandatory New Student Orientation

December 14.....Spring 2017 Intercession classes begin.

December 14.....Last day to register for Spring 2017 Intercession courses.

December 14 - January 7.....Spring 2017 Intercession course period begins (**Note: In order to drop from an Intercession course, a drop form must be submitted within two (2) days from the start of the intercession course to receive 100% reversal charges.**)

December 23-26.....**HOLIDAY: Christmas Holiday Observance- No Intercession classes; Campus closed.**

December 29.....Spring 2017 Intercession classes continue.

### January 2017

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

January 3-6.....Registration for Regular Session (16-Week) and Special Session courses continue.

January 3-7.....Spring 2017 Intercession classes continue.

January 3-10.....Late Registration/Change of Schedule period for the Regular Session (16-Week) courses. (**All first-time registrations processed on and after January 9 will incur a one-time \$100 late registration fee.** Payment due at the time of registration.)

January 4.....Final payment due date for Spring 2017 Intercession courses.

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

January 4-13.....Spring 2017 Book Voucher distribution period (*please view Bursar's website*).

January 7.....Last day for Spring 2017 Intercession classes.

January 9.....Regular Session (16-Week) Day and Evening Spring 2017 classes begin.

January 9-14.....Spring 2017 1<sup>st</sup> 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 11.....Final grades due for Spring 2017 Intercession courses. Faculty submits final grades for Spring 2017 Intercession courses via CSU X-Press.

January 11-12.....Ventra CTA card distribution period (10am - 6pm).

January 11-18.....Regular Session (16-Week) Add/Drop Period for **registered students only.** (**Note: Students may add a class through Friday, January 13 until 5 p.m. in the Office of the Registrar. Students may drop a class online through January 18, 2017.**)

January 16.....**HOLIDAY: Martin L. King – No classes; Campus closed.**

January 18.....Deadline for enrollment in, or waiving out of the mandatory student health insurance program for the Regular Session (16-Week) Spring 2017 term.

January 18.....Last day to submit non-attendance "WD" withdrawals to the Office of the Registrar for Regular Session (16-week) courses.

January 18.....**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 30, 2016, refer to page 14 in Spring 2017 General Information for complete withdrawal.**)

January 18-31.....Special Session online registration for (12-Week) courses continues. Students may add/drop courses online during this period. **Payment is due at time of registration.**

January 23.....Deadline to submit proof of required immunizations to Wellness/Health Center to avoid a \$25 non-compliance fee.

January 30 - February 3.....First academic warning submission period.

January 31.....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.**

### February 2017

February 3.....Spring 2017 2<sup>nd</sup> drop for non-payment (all sessions).

February 5 -6.....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 6.....Special Session Day and Evening classes begin.

February 7.....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 2017 General Information.)**

February 10.....Deadline to submit approved graduate graduation applications and gapp forms to Graduate and Professional Studies Office (ADM 200) for May 2017 degree conferment. (**Students submitting applications after the February 10 deadline will not be eligible for participation in the Spring 2017 Commencement Ceremony and/or degree conferral. Check for special commencement announcements.**)

February 11.....Final payment due for Spring 2017 registration (**Regular and Special Session**).

\*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 30, 2016. 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 2017 General Information (published online) for more information.

## February 2017

- February 13**.....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 13**.....**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 30, 2016.) Please refer to page 14 for a complete withdrawal.
- February 13**.....Last day to submit a non-attendance "WD" withdrawal to the Office of the Registrar for Special Session 12-week courses.
- February 20**.....**HOLIDAY: President's Day- No Classes; Campus closed.**
- February 21**.....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 24**.....Deadline to **schedule a meeting with your academic advisor to complete your degree audit for your Spring 2017 undergraduate graduation application.**
- February 27**.....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 27 - March 4**.....Second academic warning submission period.

## March 2017

- March 13-18**.....**Spring Recess - No classes.**
- March 24**.....Deadline to submit approved undergraduate graduation applications to Evaluations Office (ADM 128) for May 2017 degree conferment. (**Students submitting applications after the March 24 deadline will not be eligible for participation in the Spring 2017 Commencement Ceremony and/or degree conferral. Check for special commencement announcements.**)
- March 27 – April 1**.....Third academic warning submission period.

## April 2017

- April 7**.....Graduates – Deadline to submit approved thesis/dissertation to ProQuest (email Graduate and Professionals Studies at [graduateprograms@csu.edu](mailto:graduateprograms@csu.edu) for more information).
- April 14**.....Undergraduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for Summer or Fall 2016 terms.
- April 14**.....Graduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for the Spring 2016 term.
- April 17**.....Advance Registration for Summer and Fall 2017 begin.
- April 29**.....Last day of class before final examination period.

## May 2017

- May 1-6**.....Final examination period (see *timetable in Spring 2017 General Information (published online)* for more information).
- May 8**.....Faculty deadline to submit final grades for Spring 2017 via CSU Express.
- May 8**.....Faculty deadline to submit an Incomplete Contract for an "I" grade for Spring 2017. (*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 2016 for undergraduate and Spring 2016 for graduate students.
- May 11**.....Spring 2017 Commencement Ceremony.
- May 12**.....Spring 2017 term ends.
- After May 15**.....Spring 2017 grades are available on CSU X-Press.
- After May 15**.....Spring 2017 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 30, 2016. Students must request and complete the online "Complete Withdrawal Form" and submit via 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 2017 General Information (published online) for more information.

Failure to read information listed in the 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 2017 Academic Calendar will be posted online at [csu.edu/coursebulletin/acadcalendar.htm](http://csu.edu/coursebulletin/acadcalendar.htm)

# QUICK VIEW: Registration/Payment/Drop Dates

Interession Courses			December 14 - January 7	
Web Registration	First Payment Due See Note Below*	100% Reversal Drop Date See Note Below*	Final Payment Due Date See Note Below*	Final Withdrawal Date ("W" on Transcript) See Note Below*
<b>November 14 - 30</b>	December 9	By 5pm on the 2nd day of the Interession Course	<b>January 4</b>	By 5pm on the 2nd day of the Interession Course
<b>December 1-14</b>	<b>Upon Registration</b>			

Regular Session (16-Week) Courses			January 9 – May 12	
Web Registration	First Payment Due See Note Below*	100% Reversal Drop Date See Note Below*	Final Payment Due Date See Note Below*	Final Withdrawal Date ("W" on Transcript) See Note Below*
<b>November 14- January 5</b>	December 9	<b>January 18</b>	<b>February 11</b>	<b>February 13</b>
<b>January 6-10*</b> (Late Registration)	<b>Upon Registration</b>			

*Special Session (12-Week) Courses			February 6 – May 12	
Web Registration	First Payment Due See Note Below*	100% Reversal Drop Date See Note Below*	Final Payment Due Date See Note Below*	Final Withdrawal Date ("W" on Transcript) See Note Below*
<b>November 14 - February 5</b>	December 9	<b>February 13</b>	<b>February 11</b>	<b>February 27</b>
<b>February 6*</b> (Late Registration)	<b>Upon Registration</b>			

*\*NOTES:*

- Failure to make payment arrangements by the Initial Payment Due dates above may result in being dropped from classes. Students must be validated by this date: civil service waivers, third party vouchers, etc.
- A final payment must be made by February 11, 2017 to avoid a business hold which prevents future registrations.
- January 18, 2017 is the deadline date to drop ALL Regular Session (16-Week) courses or reduce credit hour load with eligibility for 100% reversal of charges.
- January 30, 2017 is the deadline to drop ALL Regular Session courses with a grade of W on transcript with eligibility for 50% reversal of charges (if registered for Regular Session courses only).
- February 13, 2017 is the deadline to withdraw one or more Regular Session (16-Week) courses with a grade of W on transcript with eligibility for 0% reversal of charges.
- February 13, 2017 is the deadline date 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 27, 2017 is the deadline to withdraw one or more Special Session courses with a grade of W on transcript with eligibility for 0% reversal of charges.
- The University may limit the offering of Special Session courses for Spring 2017 based on programs.