

Spring 2014 CALENDAR • January 13 – May 16 REGULAR AND SPECIAL SESSIONS

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November 2013

November 18-30 Advance Registration for the Regular Session (16-Week), Special Session (12-Week), and Intersession courses. See page 9 for the advance registration priority calendar.

December 2013

December 1- January 5 Regular Registration for the Regular (16-Week) Session. Students may add/drop courses online during this period. Payment must be received by December 16, 2013 or upon registration.

December 1-February 2 Special Session online registration for (12-Week) courses. Students may add/drop online courses during this period. Payment must be received by December 16, 2013 or upon registration.

December 2 First E-Bill posted for Spring 2014. Subsequent E-Bills will be sent monthly. For more information refer to page 19.

December 1-18 Spring 2014 Intersession course registration period continues.

December 16 Initial payment due for the all Spring 2014 Sessions. Students must be validated by this date.

December 18 Spring 2014 Intersession classes begin.

December 18 Last day to register for Spring 2014 Intersession courses.

December 18-January 10 Spring 2014 Intersession course period begins. **(Note: To receive a 100% reversal of charges, a change of schedule form must be submitted 2 business days from the start date of the course.**

December 24-25 **HOLIDAY: Christmas Holiday Observance- No Intersession classes.**

December 31 **HOLIDAY: New Year's Eve Day Observance- No Intersession classes.**

January 2014

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

January 2-5 Registration for Regular Session (16-Week), and Special Session (12-Week) courses continues.

January 2-10 Spring 2014 Intersession classes continue.

January 2-February 2 Special Session (12-Week) online registration continues. **Payment is due at time of registration.** Students may add/drop courses online during this period.

January 6-14 Late Registration for the Regular (16-Week). **All first-time registrations processed on January 13 and 14 will incur a one-time \$100 late registration fee. Payment due at the time of registration.**

January 8 Cougar Start U- Mandatory New Student Orientation.

January 8-17 Spring 2014 Book Voucher distribution period. (please view bursar's website)

January 8-11 Enrollment Related Services - Wednesday-Friday, January 8-10, 9am-7pm and Saturday, January 11, 10am-2pm.

January 9-10 Ventra CTA card distribution period from 9am-6pm and continues January 13-14.

January 10 Last day for Spring 2014 Intersession classes.

January 13 Regular (16-Week) Session Day and Evening Spring classes begin.

January 13-14 Ventra CTA card distribution period continues from 9am-6pm.

January 14 Final grades due for Spring 2014 Intersession courses

January 15-19 Add/Drop Period for registered students only. *(Note: Students may add a class through Saturday January 18 until 2 p.m. in the Office of the Registrar).* Students may drop a class through January 19

January 17 Deadline for enrollment in, or waiving out of the mandatory student health insurance program for the Regular (16-Week) Spring 2014 term.

January 19 **Last day to drop a Regular (16 Week) 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, refer to page 14 for complete withdrawal.)

January 20 **HOLIDAY: Martin L. King – No classes; Campus closed.**

January 22 Last day to submit non-attendance "WN" withdrawals to the Office of the Registrar for Regular Session (16-week) courses.

January 24 Deadline to submit proof of required immunizations to the Wellness/Health Center to avoid a \$25 non-compliance fee.

February 2014

February 1-2 Special Session (12-Week) Online Registration continues. Student may add/drop courses online during this period. Payment is due at the time of registration

February 3 Special Session (12-Week) Day and Evening classes begin.

February 3 Late registration for Special (12-Week) Session. A one-time \$100 late registration fee applies for all new registrations. Payment due at the time of registration. The last day to add a Special Session class.

February 8 **Last day to drop a Special Session class online for 100% reversal of tuition and refundable fees and tuition when registered for 15 hours or less or upon complete withdrawal from all courses.** (Note: Students may not drop his/her last class online.) Please refer to page 14 for a complete withdrawal

February 10 Last day to submit a non-attendance "WN" withdrawal to the Office of the Registrar for Special Session 12-week courses.

February 10-15 First academic warning submission period

February 14 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 15 Final payment due for Spring 2014 registration

February 17 **HOLIDAY: President's Day- No Classes**

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February 18.....Deadline for enrollment in, or waiving out, of mandatory student health insurance program for the Special (12-Week) classes.
 Note: Student whose enrollment into courses brings them into full-time status (12 hours for undergraduates/9 hours for graduates/6 hours for doctoral) will be charged \$553 for mandatory health insurance. For more information please refer to page 18.

March 2014

March 3.....**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 applies to complete withdrawals.**

March 7.....Deadline to submit advisor-approved graduation applications to the Evaluations Office (ADM 128) to participate in Spring 2014 graduation commencement ceremony and degree conferral.

March 10-15.....**Spring Recess: No classes**

March 17- 22.....Second academic warning submission period

March 28.....**Last day to withdraw from a regular session (16-week) and Special Session (12-week) class and receive a “W” on the transcript. For a complete withdrawal please refer to page 14.**

March 28.....Deadline to submit advisor-approved graduation applications to Evaluations Office (ADM 128) for graduation degree conferral only. Students submitting applications after the March 7 deadline will not be eligible for participation in the Spring 2014 commencement ceremony.

April 2014

April 14-19.....Third academic warning submission period

April 15.....Undergraduates – Deadline to submit an academic petition for extension of an Incomplete Contract for an “I” grade received for Summer or Fall 2013 terms.

April 15.....Graduates – Deadline to submit an academic petition for extension of an Incomplete Contract for an “I” grade received for the Spring 2013 term.

April 21.....Advance Registration for Summer and Fall 2014 begin.

May 2014

May 3.....Last day of class before final examination period

May 5-10.....Final examination period
 Refer to page 75 or at csu.edu/coursebulletin/sring2014quicklinks/

May 13.....Faculty deadline to submit final grades for Spring 2014 via CSU Express

May 13.....Faculty deadline to submit an Incomplete Contract for an “I” grade for Spring 2014 (The contract form must be signed by the student, faculty and chairperson and submitted to the Office of the Registrar.)

May 13.....Faculty deadline to submit a change of grade form to the Office of the Registrar for removal of an Incomplete “I” grade issued in Spring and Summer 2013 for undergraduate and Spring 2013 for graduate students.

May 15.....Spring 2014 Commencement Ceremony

May 16.....Spring 2014 term ends

After May 19.....Spring 2014 grades are available on CSU X-Press

After May 19.....Spring 2014 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. Students must request and complete the “Complete Withdrawal Form” and submit via the to the Office of the Registrar (ADM 128) by on the specified due date. 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 2014 Bulletin for more information.

Failure to read information listed in the Class Schedule Bulletin, University catalogs and/or on the University website does not negate adherence to CSU's academic regulations.

Information related to tuition, fees, dates and course information is subject to change.
The most current version of the Spring 2014 Academic Calendar will be posted online at csu.edu/coursebulletin/acadcalendar.htm