**Fall 2004**

**Deadline:** Tuition due for entering freshmen

**Deadline:** Tuition due for returning undergraduate students

Orientation week for new students

**Deadline:** Tuition due for graduate students

**First day of classes**

**Deadline:** Last day to add courses without a fee

**Deadline:** Last day to add a course without obtaining instructors permission

**Deadline:** Last day to withdraw with a 100% refund of tuition and fees

**Deadline:** Last Day to drop to part-time with a 100% refund of tuition

1st Registration/Add/Drop PIN for fall 2004 expires for all undergraduates online registration is disabled so that PINs may be reset

**Labor Day (holiday—no classes)**

Online registration resumes

2nd Registration/Add/Drop PIN for fall 2004 is active for all undergraduates

Registration continues for undergraduate students

**Deadline:** Last day to withdraw or drop to part-time with a 70% refund of tuition

**Deadline:** Last day to complete late registration or add courses

**Deadline:** Last day to drop courses without a fee

**Deadline:** Last day to designate a course as “Audit” or vice versa

**Deadline:** Last anticipated aid for fall shows as a credit on student accounts

**Deadline:** Last day to withdraw or drop to part-time with a 60% refund of tuition

**Deadline:** Last day to convert a “Pass/Fail” to an earned letter grade for courses taken in spring 2004

**Deadline:** Last day for instructors to submit final grades to clear “Incompletes” for courses taken in spring 2004

**Deadline:** Last day to withdraw or drop to part-time with a 50% refund of tuition
Friday, October 1 ............................ Deadline: Last day to withdraw or drop to part-time with a 40% refund of tuition

Friday, October 8 ............................... Deadline: Mid-semester grades for first-year undergraduate students due

Deadline: College course plans due to Vice President for Student Affairs

Deadline: Last day to withdraw or drop to part-time with a 30% refund of tuition

Monday, October 11 (through Tuesday, October 12) ............... Midterm Recess

Wednesday, October 13 ........................... All classes normally held on Monday meet; all Wednesday classes canceled (to equalize holidays by days of the week during the semester)

Friday, October 15 ............................... Deadline: Last day to withdraw or drop to part-time with a 20% refund of tuition

Friday, October 22 ............................... Deadline: Last day to withdraw or drop to part-time with a 10% refund of tuition

Friday, October 29 at 5:00 p.m. .................... Fall Registration/Add/Drop PINs expire for undergraduates

Deadline: Last day to drop courses for all graduate students and “returning” undergraduate students with a $10.00 fee

Deadline: Last day to designate a course status to “Pass/Fail” option

Monday, November 1 ............................. Deadline: Last day to file an application for a May 2005 conferral of degree with the Office of the Registrar

Deadline: Last day to file an application for mid-year conferral of degree with the Office of the Registrar

Deadline: Last day to file the following in the Office of Graduate Studies for mid-year degree conferral:

- Thesis master’s candidacy petitions
- Certification of non-thesis master’s
- Form for automatic master’s
- PhD candidacy petitions

Monday, November 1 (through Friday, January 21, 2005) ............ 1st Registration/Add/Drop PIN is active for undergraduates for spring 2005 registration

Monday, November 1 (through Sunday, November 7) ............... Spring 2005 registration begins for currently enrolled undergraduate, graduate and fifth-year students

Monday, November 8 ............................... Students who are planning to enroll for spring 2005 but failed to do so last week will be assessed a $55 “Failure to Register” fee

Monday, November 15 (through Friday, November 19 at 5:00 p.m.) Registration for SELF-scheduled final exams for undergraduate courses

Monday, November 15 ............................. Deadline: Last day to complete financial aid application for fall 2004
Friday, November 19 at 5:00 P.M. .................. **Deadline:** Last day to register for SELF-scheduled final exams for undergraduate courses

Thursday, November 25
(through Friday, November 26) ............... **Thanksgiving Recess (holiday—no classes)**

Wednesday, December 1 ......................... **Deadline:** Last day to complete loan applications for fall 2004

Friday, December 3 ......................... **Last day of classes**

Deadline: (for fall 2004 matriculants only) Last day to drop courses—students must go to the Office of the Registrar by 5:00 P.M.

Deadline: For a mid-year conferral of degree, students must submit theses to the Office of Graduate Studies by 12:00 noon

Deadline: Withdrawal for non-payment occurs for failure to pay amounts owed to the university

Deadline: All Faculty Evaluations are due to the Office of the Registrar by 5:00 P.M.

Saturday, December 4
(through Wednesday, December 15) .......... SELF-scheduled exams for undergraduate courses

Wednesday, December 8
(through Wednesday, December 15) .......... Scheduled FINAL exams for undergraduate courses

Wednesday, December 15 at 5:00 P.M. ........ **Deadline:** All take home final examinations are due

Thursday, December 16
(through Monday, January 3, 2005) .......... Online registration is shut down to accommodate end-of-term processing and the winter holiday

Wednesday, December 22 at 12:00 noon .... **Deadline:** All final grades are due to the Office of the Registrar

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**Spring 2005**

Monday, January 3 .................................. Online registration resumes

Wednesday, January 5 ............................ **Deadline:** Tuition due for all students

Wednesday, January 12 .......................... **First day of classes**

Monday, January 17 ............................... **Martin Luther King, Jr. Day (holiday—no classes)**

Wednesday, January 19 .......................... All classes normally held on Monday meet; all Wednesday classes canceled (to equalize holidays by days of the week during the semester)

Friday, January 21 a 5:00 P.M. .............. 1st Registration/Add/Drop PIN expires for all undergraduates online registration is disabled so that PINs may be reset

**Deadline:** Last day to resolve grades of “Other” from fall 2004

Monday, January 24 at 9:00 A.M.
(through Friday, April 1 at 5:00 P.M.) ........ Online registration resumes

2nd Registration/Add/Drop PIN is active for undergraduates for spring 2005 registration

Friday, January 28 ............................... **Deadline:** Last day to add courses without a fee

**Deadline:** Last day to add a course without obtaining instructor's permission
Deadline: Last day to withdraw with a 100% refund of tuition and fees

Deadline: Last day to drop to part-time status with 100% refund of tuition

Tuesday, February 1

Deadline: Last day to file the following in the Office of Graduate Studies for a May 2005 conferral of degree:
- Thesis master’s candidacy petitions
- Certification for non-thesis master’s
- Form for automatic master’s
- PhD candidacy petitions

Friday, February 4

Deadline: Last day to withdraw or drop to part-time status with a 70% refund of tuition

Friday, February 11

Deadline: Last day to complete late registration or add course(s)

Deadline: Last day to drop courses without a fee

Deadline: Last day to designate a course as “Audit” or vice versa

Deadline: Last day to withdraw or drop to part-time status with a 60% refund of tuition

Deadline: Last day anticipated aid for spring shows as credit on student accounts

Tuesday, February 15

Financial aid application materials available to returning students to apply for need-based aid for 2005-2006

Friday, February 18

Deadline: Last day for students to convert a “Pass/Fail” to an earned letter grade for courses taken in fall 2004

Deadline: Last day for instructors to submit final grades to clear “Incompletes” for courses taken in fall 2004

Deadline: Last day to withdraw or drop to part-time status with 50% refund of tuition

Friday, February 25

Deadline: Last day to withdraw or drop to part-time status with a 40% refund of tuition

Friday, March 4

Deadline: Mid-semester grades for first-year undergraduate students are due

Deadline: College course plans are due to the Vice President for Student Affairs

Deadline: Last day to withdraw or drop to part-time status with a 30% refund of tuition

Monday, March 7
(through Friday, March 11) Spring Break (no classes)

Friday, March 11

Deadline: Last day to withdraw or drop to part-time status with a 20% refund of tuition

Friday, March 18

Deadline: Last day to withdraw or drop to part-time status with a 10% refund of tuition

Friday, March 25

Deadline: Sophomores must file a Declaration of Major form with the Office of the Registrar
Spring Registration/Add/Drop PINs expire for undergraduates

**Deadline:** Last day to drop course(s) for all graduate students and “returning” undergraduate students with a $10.00 fee

**Deadline:** Last day to designate a course as “Pass/Fail”

**Deadline:** Last day to complete financial aid applications for spring 2005

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**Monday, April 4**

(through Friday, September 2) .................. First Registration/Add/Drop PIN is active for undergraduates for fall 2005 registration

**Monday, April 4**

(through Tuesday, April 12) .................. Fall 2005 registration begins for currently enrolled undergraduate, graduate and fifth year students

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**Thursday, April 7**

(through Friday, April 8) .................. Spring Recess (no classes)

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**Monday, April 11** .................. Summer term financial aid applications available

**Wednesday, April 13** .................. Students who are planning to enroll for fall 2005 but failed to do so last week will be assessed a $55 “Failure to Register” fee

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**Friday, April 15** .................. **Deadline:** Last day to complete loan applications for spring 2005

**Priority Deadline:** For returning and graduate students to submit financial aid applications for 2005–2006

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**Monday, April 18**

(through Friday, April 22 at 5:00 p.m.) ........... SELF-scheduling of final examinations for undergraduate courses

**Friday, April 22 at 5:00 p.m.** .................. **Deadline:** Last day to register for SELF-scheduled final exams for undergraduate courses

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**Friday, April 29** .................. **Last day of classes**

**Reading day (no classes)** except for lab courses and seminars that meet once a week

**Deadline:** (for spring 2005 undergraduate matriculants only) Last day to drop courses

**Deadline:** For a May 2005 conferral of degree, students must submit theses to the Office of Graduate Studies by **12:00 noon**

**Deadline:** All Faculty Evaluations are due to the Office of the Registrar by **5:00 p.m.**

**Deadline:** Withdrawal for non-payment occurs for failure to pay amounts owed to the university

**Deadline:** Last day to submit summer financial aid applications

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**Saturday, April 30**

(through Thursday, May 5 at 12:00 noon) .... **All degree candidates:** All SELF-scheduled, scheduled final, and take-home exams must be completed
Saturday, April 30
(through Wednesday, May 11) ...................... All non-graduating students: SELF-scheduled exams for undergraduate courses

Wednesday, May 4
(through Wednesday, May 11) ...................... All non-graduating students: Scheduled FINAL exams for undergraduate courses

Saturday, May 7 at 9:00 A.M. ...................... Deadline: Grades for all degree candidates are due in the Office of the Registrar

Saturday, May 14 ................................. Ninety-Second Commencement

Wednesday, May 18 at 9:00 A.M. ................... Deadline: All grades for non-graduating students are due in the Office of the Registrar

Friday, June 10 ................................. Deadline: Last day to resolve grades of “Other” from spring 2005

SUMMER 2005

Early Session (May 10–27)

Monday, April 11 ................................. Summer term financial aid applications available

Wednesday, April 13 ............................. Deadline: For early application discount (by 2:30 P.M.)

Friday, April 29 ................................. Deadline: For application to Early Session courses (by 2:30 P.M.)

Deadline: To submit summer aid applications

Tuesday, May 3 ................................. Notification sent to applicants who submitted applications by April 29

Monday, May 9 ................................. Registration: 9:00 A.M. – 2:00 P.M.

Deadline: For final tuition payment

One week after first class.......................... Deadline: For dropping courses without academic penalty (no refunds) (by 3:00 P.M.)

Tuesday, May 10 ................................. First day of classes—Early Session

Thursday, May 12 ................................. Deadline: For adding courses (by 3:00 P.M.)

Deadline: For late registration (by 3:00 P.M.)

Monday, May 16................................. Deadline: For visiting and Class III students to submit transcripts (must be received by this date)

Wednesday, May 18 ............................. Deadline: For submitting refund requests (must be received by this date) Please see section on Withdrawal Penalty and Tuition Refund.

Friday, May 20................................. Deadline: For designating “Pass/Fail” option (by 3:00 P.M.)

Friday, May 27 ................................... Last day of classes — Early Session

Monday, May 30 ................................. University holiday

Friday, June 3 ................................. Deadline: For completion of all Early Session course work, including final examinations. Exam schedule determined by instructor.

Friday, June 10 ................................. Deadline: For submitting grades to the School of Continuing Studies Summer School Office (by 3:00 P.M.)
Summer 2005
General Session (May 31–July 22)

Monday, April 11 ........................................... Summer term financial aid applications available
Wednesday, April 13 ..................................... **Deadline:** For early application discount (by 2:30 P.M.)
Friday, April 29 ............................................. **Deadline:** To submit summer aid applications
Friday, May 13 .............................................. **Deadline:** For application to General Session courses (by 2:30 P.M.)
Thursday, May 19 .......................................... Notification sent to applicants who submitted applications by May 13
Friday, May 27 .............................................. **Registration,** 9:00 A.M. – 2:00 P.M.  
**Deadline:** For final tuition payment
One week after first class .................................. **Deadline:** For dropping courses without academic penalty (no refunds) (by 3:00 P.M.)
Monday, May 30 ............................................ University holiday
Tuesday, May 31 ............................................ First day of classes – General Session
Friday, June 10 ............................................. **Deadline:** For adding courses (by 3:00 P.M.)  
**Deadline:** For late registration (by 3:00 P.M.)
Monday, June 13 ........................................... **Deadline:** For visiting and Class III students to submit official transcripts (must be received by this date)
Monday, June 20 ........................................... **Deadline:** For submitting refund requests (must be received by this date.) Please see section on Withdrawal Penalty and Tuition Refund.
Monday, July 4 ............................................. University holiday
Wednesday, June 6 ....................................... **Deadline:** For designating “Pass/Fail” option (by 3:00 P.M.)
Friday, July 22 ............................................. Last day of classes – General Session
Tuesday, July 26 .......................................... **Deadline:** For completion of all General Session course work, including final examinations
Friday, July 29 ............................................. **Deadline:** For submitting grades to School of Continuing Studies Summer School Office (by 3:00 P.M.)
Friday, August 5 ........................................... Final grades mailed from the Office of the Registrar