REGISTRAR'S TIMELINE- SPRING 2014

Date/Time	*Activity/Action*	*Comment*
Fri, Dec 20	**Deadline to clear the Business Office.**	**Payment in full** OR **1st payment of the semester** if participating in the **deferred payment plan**. Students must clear to prevent their schedules from being dropped.
Wed, Jan 2	Schedules are dropped this AM.	Registrar's Office drops schedules for students who have not cleared the Business Office this morning.
Fri, Jan 3	Registration for students not yet registered	Advising & Registration for students not already registered, including Dual Enrollment.
Mon, Jan 6	**CLASSES BEGIN!!!**	***Late registration begins.*** **CRITICAL:** Please print and check rosters ***every*** class period. Send students to the Registrar's Office to resolve any problems immediately.
Tues, Jan 7	Last day to register students through FAS	Students must register through the Registrar's Office with the blue add/drop card or white registration card beginning Wed, Jan 8. ***Last day for students to withdraw and receive 100% tuition/fee refund.***
Tues, Jan 14	**STUDENT ALERT:** Last day to add a class	***Late registration ends.*** Last day to add a class for academic credit. ***Last day for students to withdraw and receive 85% tuition/fee refund.***
Fri, Jan 17 ***12:00 Noon***	Turn in **signed verification rosters BY NOON UNLESS** your course meets on Friday ONLY.	*Make note if any students have never attended.* Your signature on the verification rosters indicates that **(1)** all students on the roster are in your class **(2)** there are no students attending whose name is not listed on the roster. ***Last day for students to withdraw and receive 60% tuition/fee refund.***
Tues, Jan 21 ***12:00 Noon***	*Mon, Jan 20: MLK DAY – OFFICES CLOSED* Turn in **signed verification rosters BY NOON IF** your course meets on Friday ONLY.	*Make note if any students have never attended.* Your signature on the verification rosters indicates that **(1)** all students on the roster are in your class **(2)** there are no students attending whose name is not listed on the roster.
Fri, Jan 24	Check for e-mail from our office notifying you that rosters are final and official.	ONLY FAS ROSTERS ARE OFFICIAL—Students may NOT be added to or dropped from official/final rosters. Report to your Dean students who have exceeded absences.
Mon, Jan 27	*Business Office Notice*	***Last day for students to withdraw and receive 45% tuition/fee refund.***
Mon, Feb 3	**STUDENT ALERT: Application Deadline for Spring 2014 and Summer 2014 Graduation**	Students must submit the application form signifying intent to complete degree and declaration of participation or non-participation in the Spring Commencement Ceremony. ***Last day for students to withdraw and receive 25% tuition/fee refund.***
Fri, Feb 8	**STUDENT ALERT: Spring 2014 Graduation Requirements Deadline**	Last day to meet non-academic graduation requirements. Outstanding Chapel requirements must be met by this date to participate in the May ceremony.
Mon, Feb 24	DEADLINE for Fall schedules	Fall 2014 updates of PROPOSED SCHEDULES DUE. First draft due to the Registrar today with a copy to Academic Affairs. (Applies to Deans only)
Mon-Fri, Feb 24-28	**MID-SEMESTER PERIOD**	All Mid-Term grades should be posted by the **NOON** deadline on **Monday the 3rd**.
Mon, Mar 3	MID-TERM GRADES DUE BY NOON	Submit all **Mid-term grades** to the Registrar through FAS by **12:00 NOON today**.
Mon, Mar 17	Registration for Fall 2014 begins	Advising & Registration via FAS in your office. Contact the Registrar if you incur difficulties.
Fri, Apr 4	**STUDENT ALERT: Last day** to drop/withdraw from course or school.	***PLEASE REMIND STUDENTS!!!***
Mon-Thurs, Apr 28-May 1	**FINAL EXAMINATIONS**	The final examination schedule is posted online at **http://www.etbu.edu/Academics/FinalExamSchedule/**.
Fri, May 2	**GRADUATION REHEARSALS 10:30 a.m. and 1:30 p.m.**	Rehearsal times correspond with Saturday's ceremony times. It is important that every student is in attendance.
Sat, May 3	**GRADUATION CEREMONY 10:30 a.m. and 1:30 p.m.**	***Faculty- please remember to order your Academic Regalia from the bookstore, for purchase or for rent, at the beginning of the semester.***
Mon, May 5 ***12:00 Noon***	FINAL GRADES DUE BY NOON	**Grades** may be posted beginning on the first day of finals (Monday, April 28) and will be accepted until the following **Monday, May 5,** at **NOON.**