

REGISTRAR'S TIMELINE- SPRING 2017

Date/Time	Activity/Action	Comment
Fri, Dec 30	Deadline to clear the Business Office	Payment in full OR 1 st payment of the semester if participating in the 5 payment plan. Students not cleared may have their schedules dropped.
Wed, Jan 4	Deadline to clear the Business Office	1 st payment due if participating in 4 payment plan. Students must clear, or schedules could be dropped.
Fri, Jan 6	Registration for students not yet registered	Advising & Registration for students not already registered, including Dual Enrollment.
Mon, Jan 9	CLASSES BEGIN! Late registration begins.	CRITICAL: Please print and check rosters <u>every</u> class period. Send students to the Registrar's Office to resolve any problems immediately.
Tues, Jan 10	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 11. Last day for students to withdraw and receive 100% tuition/fee refund.
Mon, Jan 16	<i>Martin Luther King, Jr. Day</i>	<i>All University Offices Closed</i>
Wed, Jan 18	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 20 <u>12:00 Noon</u>	Turn in signed verification rosters BY NOON	Make note if any students have <u>never</u> 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.
Mon, Jan 23	STUDENT ALERT: Application Deadline for <u>Summer 2017</u> Graduation	Students must submit the application form signifying intent to complete degree. Last day for students to withdraw and receive 60% tuition/fee refund.
Mon, Jan 30	Business Office Notice	Last day for students to withdraw and receive 45% tuition/fee refund.
Mon, Feb 6	Business Office Notice	Last day for students to withdraw and receive 25% tuition/fee refund.
Fri, Feb 10	STUDENT ALERT: Spring 2017 Graduation Requirements Deadline	<u>Last day</u> to meet non-academic graduation requirements. Outstanding Chapel requirements <u>must</u> be met by this date to participate in the May ceremony.
Mon-Fri, Feb 27-Mar 3	MID-SEMESTER PERIOD	All Mid-Term grades should be posted by the NOON deadline on Monday the 6th.
Mon, Feb 27	Deadline for Fall schedules	Fall 2017 Proposed Schedules due. First draft due to the Registrar today <u>with</u> a copy to Academic Affairs. (Applies to Deans only)
Fri, Mar 3	STUDENT ALERT: Application Deadline for <u>Fall 2017</u> Graduation	Students must submit the application form signifying intent to complete degree.
Mon, Mar 6	MID-TERM GRADES DUE BY NOON	Submit all Mid-term grades to the Registrar through FAS by 12:00 NOON today.
Mon-Fri, Mar 13-17	<i>Spring Break</i>	<i>All University Offices Closed</i>
Mon, Mar 27	Registration for Fall 2017 begins	Advising & Registration via FAS in your office. Contact the Registrar if you incur difficulties.
Fri, April 7	STUDENT ALERT	<u>Last day to drop/withdraw from course or school.</u>
Fri, April 14- Mon, April 17	<i>Good Friday & Easter Holidays</i>	<i>All University Offices Closed</i>
Mon-Thurs, May 1-4	FINAL EXAMINATIONS	The final examination schedule is posted online at http://www.etbu.edu/Academics/FinalExamSchedule/ .
Fri, May 5	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 6	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 8 <u>12:00 Noon</u>	FINAL GRADES DUE BY NOON	Grades may be posted beginning on the first day of finals (Monday, May 1) and will be accepted until the following Monday, May 8, at NOON.