

FALL 2016 CALENDAR • August 22 – December 16 • (ALL SESSIONS)

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April 2016

April 11- July 31..... Advance Registration for the Regular Session (**16-Week**) and Special Session (**12-Week**) courses.

June 2016

June 20..... Cougar Start U Orientation.

July 2016

July 1 First E-Bill posted for Fall 2016. Subsequent E-Bills will be sent monthly.

July 18..... Cougar Start U Orientation.

July 21..... Initial payment due for all Fall 2016 Sessions. Students must be validated (**make a payment**) by this date; civil service waivers, third party vouchers, etc.

August 2016

August 1 - 22..... Registration continues for the Regular (16-week) Session. Students may add/drop courses online during this period. (**Note: Students may not drop his/her last class online after August 12, 2016. Payment must be received by July 21, 2016 or upon registration.**)

August 10..... Cougar Start U Orientation.

August 17 - 26..... Fall 2016 Book Voucher distribution period. Please visit Bursar's website, www.csu.edu/financialaffairs/bursar/ for more information.

August 17-20..... Enrollment Related Services: Wednesday - Thursday, August 17 - 18, 9am - 7pm; Friday, August 19, 9am - 6pm and Saturday, August 20, 10am - 2pm.

August 18 - 19..... Ventra CTA card distribution period from 10am-6pm.

August 22..... Regular Session Day and Evening Classes begin.

August 22..... Ventra CTA card distribution continues from 10am-6pm.

August 23 - 24..... Late Registration/Change of Schedule period for the Regular (16-week) session. (**All first-time registrations processed after August 22 will incur a one-time \$100 late registration fee. Payment due at the time of registration.**)

August 22 - 26..... **Add/Drop Period**/Change of Schedule period for registered students only. (**Note: Students may add a class through Friday, August 26 until 6 pm in the Office of the Registrar.**)

August 22 - 27..... 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.

August 26..... Deadline for enrollment in, or waiving out of the mandatory student health insurance program for the Fall 2016 Regular Session.

August 31..... **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 after August 12, 2016.)**

September 2016

September 1 -12..... Registration continues for the Special Session (12-week) courses. Students may **add/drop** courses **online** during this period. Payment must be received upon registration.

September 2..... Deadline to submit proof of required immunizations to the Wellness/Health Center to avoid a \$25 non-compliance fee.

September 2..... Last day to submit a non-attendance "**WD**" withdrawal to the Office of the Registrar for Regular Session 16-week courses.

September 5..... **HOLIDAY: Labor Day – No classes; Campus closed.**

- September 11**.....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**.
- September 12**.....Special Session (12-Week) Day and Evening classes begin.
- September 12**..... Late registration for Special Session (12-Week) courses. **A one-time \$100 late registration fee applies for all new registrations. Payment is due at the time of registration. The last day to add/enroll in a special session class.**
- September 12-17**.....First academic warning submission period.
- September 16**..... Graduates: Deadline to submit advisor - approved graduation applications to **ADM 200** to participate in Fall 2016 Commencement and/or degree conferral. **(Students submitting applications after the September 16 deadline will not be eligible for participation in the Fall 2016 Commencement Ceremony and/or degree conferral. Check for special announcements.)**
- September 16**.....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 **\$720** for mandatory health insurance.
- September 20**.....**Last day to withdraw from a Special (12-week) Session class online for 100% reversal of tuition and refundable fees (Note: Students may not drop his/her last class online after August 12, 2016.)**
- September 20**..... Last day to submit a non-attendance “**WD**” withdrawal to the Office of the Registrar for Special Session (12-Week) courses.
- September 22**.....Final payment due for Fall 2016 registration.
- September 26**..... **Last day to withdraw or completely withdraw from a Regular (16-Week) Session class and receive a “W” on the transcript.**

October 2016

- October 1**.....Last day to order a Ventra CTA card (*Upass*).
- October 8**.....Last day to **completely withdraw** from the Special Session (12-week) and receive a 50% reversal of tuition and fees. **Note:** A 50% reversal of charges only applies to **complete withdrawals**.
- October 10- 15**.....Second academic warning submission period.
- October 17**.....Last day to withdraw from a Special Session (12-Week) class and receive a “W” on the transcript. For a complete withdrawal, please refer to page 15.
- October 28**..... Undergraduates: Deadline to submit advisor - approved graduation applications to Evaluations Office (ADM 128) to participate in Fall 2016 Commencement ceremony and/or degree conferral. **(Students submitting applications after the October 28 deadline will not be eligible for participation in the Fall 2016 Commencement Ceremony and/or degree conferral. Check for special announcements.)**

November 2016

- November 14**..... Advance Registration for Spring 2017 begins.
- November 7-12**.....Third academic warning submission period.
- November 12**.....Undergraduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for “I” grades received for Spring or Summer 2016 terms.
- November 12**.....Graduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for “I” grades received for the Fall 2015 term.
- November 18**.....Graduates – Deadline to submit approved thesis/dissertation to ProQuest (email Graduate and Professional Studies at graduateprograms@csu.edu for more information).
- November 24-26**.....**HOLIDAY: Thanksgiving – No classes; Campus closed.**

December 2016

- December 3**.....Last day of class before final examination period.
- December 5 -10**.....Final examination period (*see timetable in Fall 2016 General Information or at csu.edu/coursebulletin/Fall2016quicklinks/*).
- December 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 2016 for undergraduate and Fall 2015 for graduate students.
- December 13**.....Faculty deadline to submit an Incomplete Contract for an "I" grade for Fall 2016. (*The contract form must be signed by the student, faculty and chairperson and submitted to the Office of the Registrar.*)
- December 13**.....Faculty deadline to submit final grades for Fall 2016 via CSU Express.
- December 15**.....Fall 2016 Commencement Ceremony.
- December 16**.....Fall 2016 term ends.
- December 18**.....Last day to use Ventra CTA card (*Upass*) for CSU (*students you may add money to their Ventra card*).
- After December 19**.....Fall 2016 grades are available on CSU X-Press.
- After December 19**.....Fall 2016 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 **August 12, 2016**. Students must request, complete and submit the online "**Complete Withdrawal Form**" via the web to the Office of the Registrar by the dead-line date. He/she must also participate in a short exit interview with a financial aid advisor prior to the processing of the complete withdrawal by the Registrar's Office.

Failure to read information listed in the Term (semester) information, Chicago State University's 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 Fall 2016 Academic Calendar will be posted online at csu.edu/coursebulletin/acadcalendar.htm