

# FALL 2017 CALENDAR • August 21 – December 15 • (ALL SESSIONS)

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## April 2017

April 17- July 31.....Advance Registration for the Regular Session (**16-Week**) and Special Session (**12-Week**) courses.

## June 2017

June 14 - 15.....Cougar Start U Orientation.

## July 2017

July 1 .....First E-Bill posted for Fall 2017. Subsequent E-Bills will be sent monthly. *For more information refer to the Fall 2017 General Information (published online).*

July 12 - 13.....Cougar Start U Orientation.

July 21.....Validation / Initial payment due for all Fall 2017 Sessions. Students must be validated (**make a payment**) by this date; civil service waivers, third party vouchers, etc.

July 25 - 26.....Cougar Start U Orientation.

## August 2017

August 1 - 21.....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 11, 2017.** Payment must be received by July 21, 2017 or upon registration.)

August 8-9.....Cougar Start U Orientation.

August 14 - 25.....Fall 2017 Book Voucher distribution period. Please visit Bursar's website, [www.csu.edu/financialaffairs/bursar/](http://www.csu.edu/financialaffairs/bursar/) for more information.

August 16 - 17.....Freshmen Leadership Institute.

August 16 - 17.....Ventra CTA card distribution period from 10am-6pm.

August 16 - 19.....Enrollment Related Services: Wednesday - Thursday, August 16 - 17, 9am - 7pm; Friday, August 18, 9am - 5pm and Saturday, August 19, 10am - 2pm.

August 21.....Regular Session Day and Evening Classes begin.

August 21.....Ventra CTA card distribution continues from 10am-6pm.

August 21 - 26.....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 21 - 31.....**Add/Drop Period/Change of Schedule** period for registered students **only**. (**Note: Students may add a class through Friday, August 25 until 5 pm in the Office of the Registrar.**)

August 22 - 23.....Late Registration/Change of Schedule period for the Regular (16-week) session. (**All first-time registrations processed after August 21 will incur a one-time \$100 late registration fee.** Payment due at the time of registration.)

August 25.....Deadline for enrollment in, or waiving out of the mandatory student health insurance program for the Fall 2017 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 11, 2017.**)

## September 2017

- September 1**.....Deadline to submit proof of required immunizations to the Wellness/Health Center to avoid a \$25 non-compliance fee.
- September 1**.....Last day to submit a non-attendance “WD” withdrawal to the Office of the Registrar for Regular Session (**16-week**) courses.
- September 1 -11**.....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 4**.....**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 11**.....Special Session (12-Week) Day and Evening classes begin.
- September 11**.....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 11-16**.....First academic warning submission period.
- September 15**.....**Graduates:** Deadline to submit advisor - approved graduation applications to ADM 200 to participate in Fall 2017 Commencement and/or degree conferral. **(Students submitting applications after the September 15 deadline will not be eligible for participation in the Fall 2017 Commencement Ceremony and/or degree conferral. Check for special announcements.)**
- September 15**.....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 **TBA** for mandatory health insurance. (For more information please refer to **page 18.**)
- September 18**.....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 11, 2017.**)
- September 19**.....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 2017 registration.
- September 22**.....Last day to withdraw or **completely withdraw** from a Regular (**16-Week**) Session class and receive a “W” on the transcript. For a complete withdrawal, please refer to **page 14.**
- September 27**.....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 2017

- October 2**.....Last day to use Ventra CTA card (*Upass*.)
- October 6**.....Last day to withdraw or **completely withdraw** from a Special Session (12-Week) class and receive a “W” on the transcript. For a complete withdrawal, please refer to page 14.
- October 9- 14**.....Second academic warning submission period.
- October 27**.....Undergraduates: Deadline to submit advisor - approved graduation applications to Evaluations Office (ADM 128) to participate in Fall 2017 Commencement ceremony and/or degree conferral. **(Students submitting applications after the October 27 deadline will not be eligible for participation in the Fall 2017 Commencement Ceremony and/or degree conferral. Check for special announcements.)**

## November 2017

- November 6-11**.....Third academic warning submission period.
- November 10**.....Undergraduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for “I” grades received for Spring or Summer 2017 terms.
- November 10**.....Graduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for “I” grades received for the Fall 2016 term.
- November 13**.....Advance Registration for Spring 2018 begins.
- November 17**.....Graduates – Deadline to submit approved thesis/dissertation to ProQuest (email Graduate and Professional Studies at [graduateprograms@csu.edu](mailto:graduateprograms@csu.edu) for more information).
- November 23-25**.....**HOLIDAY: Thanksgiving – No classes; Campus closed.**

## December 2017

- December 2**.....Last day of class before final examination period.
- December 4 -9**.....Final examination period (*see timetable in Fall 2017 General Information or at [csu.edu/coursebulletin/Fall2017quicklinks/](http://csu.edu/coursebulletin/Fall2017quicklinks/)*).
- December 12**.....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 2017 for undergraduate and Fall 2016 for graduate students.
- December 12**.....Faculty deadline to submit an Incomplete Contract for an “I” grade for Fall 2017. (*The contract form must be signed by the student, faculty and chairperson and submitted to the Office of the Registrar.*)
- December 12**.....Faculty deadline to submit final grades for Fall 2017 via CSU Express.
- December 14**.....Fall 2017 Commencement Ceremony.
- December 15**.....Fall 2017 term ends.
- December 15**.....Last day to use Ventra CTA card (*Upass*) for CSU (*but you may add money to your card*).
- After December 18**.....Fall 2017 grades are available in Cougar Connect via CSU X-Press.
- After December 18**.....Fall 2017 degree postings are available in Cougar Connect via 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 11, 2017**. 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 2017 Academic Calendar will be posted online at [csu.edu/coursebulletin/acadcalendar.htm](http://csu.edu/coursebulletin/acadcalendar.htm)*

# QUICK VIEW: Registration/Payment/Drop Dates

<b>Regular Session (16-Week) Courses</b>				<b>August 21-December 15</b>	
Web Registration Dates	First Payment Due	100% Reversal of Charges - Drop Date*	50% Reversal of Charges - Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)	Final Payment Due Date*
April 11 - August 21	July 21 or upon registration	August 31	September 11	September 22	September 22
August 22 - August 23 (Late Registration)	Upon Registration				

<b>Special Session (12-Week) Courses</b>				<b>September 11-December 15</b>	
Web Registration Dates	First Payment Due	100% Reversal of Charges - Drop Date*	50% Reversal of Charges - Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)	Final Payment Due Date*
April 11 - September 18	July 21 or upon registration	September 18	September 27	October 6	September 22
September 11 (Late Registration)	Upon Registration				

**\*NOTES:**

- Failure to make payment arrangements by the Initial Payment Due dates above may result in being dropped from classes. Students must be validated by this date; civil service waivers, third party vouchers, etc.
- A final payment must be made by September 22, 2017 to avoid a business hold which prevents future registrations.
- August 31, 2017 is the deadline date to drop ALL Regular Session courses or reduce credit hour load with eligibility for 100% reversal of charges.
- September 11, 2017 is the deadline to drop ALL Regular Session courses with a grade of W on transcript with eligibility for 50% reversal of charges (if registered for Regular Session courses only).  
Note: A 50% reversal of charges only applies to complete withdrawals.
- September 22, 2017 is the deadline to withdraw one or more Regular (16-Week) Session courses with a grade of W on transcript with eligibility for 0% reversal of charges.
- September 18, 2017 is the deadline date to drop ALL Special Session courses or reduce credit hour load with eligibility for 100% reversal of charges (if registered for Special Session courses only).
- September 27, 2017 is the deadline to drop ALL Special Session courses with a grade of W on transcript with eligibility for 50% reversal of charges (if registered for Special Session courses only).  
Note: A 50% reversal of charges only applies to complete withdrawals.
- October 6, 2017 is the deadline to withdraw one or more Special (12-Week) Session courses with a grade of W on transcript with eligibility for 0% reversal of charges (if registered for Special Session courses only).
- Late registration period: \$100 Late Registration Fee will be charged for any initial registration made after August 21 for the Regular (16-Week) Session and September 10, 2017 for Special (12-Week) Session.