

Spring 2016 CALENDAR • January 12 - May 13 REGULAR AND SPECIAL SESSION

WWW.CSU.EDU REVISED 02/29/16

November 2015

November 2-30.....Advance Registration for the Regular Session (16-Week), and Intersession courses.

December 2015

December 1-January 5.....Regular Registration for the Regular Session (16-Week) and Intersession continues. Students may add/drop courses during this period. Payment must be received by December 10, 2015.

December 1.....First E-Bill posted for Spring 2016. Subsequent E-Bills will be sent monthly. For more information refer to the Spring 2016 General Information (published online).

December 1-16.....Spring 2016 Intersession course registration period continues.

December 10.....Initial payment due for all Spring 2016 Sessions. Students must be validated (**make a payment**) by this date.

December 15.....Cougar Start U - Mandatory New Student Orientation.

December 16.....Spring 2016 Intersession classes begin.

December 16.....Last day to register for Spring 2016 Intersession courses.

December 16 - January 9.....Spring 2016 Intersession course period begins (**Note: In order to drop from an Intersession course, a drop form must be submitted within two (2) days from the start of the intersession course to receive 100% reversal charges.**)

December 25-26.....**HOLIDAY: Christmas Holiday Observance- No Intersession classes; Campus closed.**

December 29-31.....Spring 2016 Intersession classes continue.

January 2016

January 1-2.....**HOLIDAY: New Year's Day Observance - No Intersession classes; Campus closed.**

January 3-6.....Registration for Regular Session (16-Week) courses continues.

January 3-10.....Spring 2016 Intersession classes continue.

January 4-12.....Late Registration/Change of Schedule period for the Regular Session (16-Week) courses. (**All first-time registrations processed on** January 11 and 12 will incur a one-time \$100 late registration fee. Payment due at the time of registration.)

January 5.....Cougar Start U - Mandatory New Student Orientation.

January 5.....Final payment due date for Spring 2016 Intersession courses.

January 6 - 9.....Enrollment Related Services: Wednesday–Thursday, January 6-7, 9am–7pm; Friday, January 8, 9am - 5pm and Saturday, January 9, 10am–2pm.

January 6 - 15.....Spring 2016 Book Voucher distribution period (*please view Bursar's website*).

January 7 - 8.....Ventra CTA card distribution period (10am - 6pm).

January 9.....Last day for Spring 2016 Intersession classes.

January 11.....Regular Session (16-Week) Day and Evening Spring 2016 classes begin.

January 11-12.....Ventra CTA card distribution period (10am - 6pm).

January 11-16.....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.

January 13-17.....Add/Drop Period for **registered students only**. (**Note: Students may add a class through Saturday, January 16 until 2 p.m. in the Office of the Registrar.** Students may drop a class online through January 17, 2016).

January 15.....Deadline for enrolling and/or waiving the mandatory student health insurance program for the Regular Session (16-Week) Spring 2016 term.

January 15.....Final grades due for Spring 2016 Intersession courses. Faculty submits final grades for Spring 2016 Intersession courses via CSU X-Press.

January 18.....**HOLIDAY: Martin L. King – No classes; Campus closed.**

January 20.....Last day to submit non-attendance "WD" withdrawals to the Office of the Registrar for Regular Session (16-week) courses.

January 20.....**Last day to drop a Regular Session (16- Week) courses 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 January 1, 2016, refer to page 14 in Spring 2016 General Information for complete withdrawal.)

TBA.....Registration for Special Session (12- Week) courses. Students may add/drop courses online during this period. **Payment is due at time of registration.**

January 23.....Deadline to submit proof of required immunizations to Wellness/Health Center to avoid a \$25 non-compliance fee.

January 30.....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.

February 2016

February 1 – 6.....Special Session (12-Week) Day and Evening Spring 2016 classes begin.

February 1.....During the first week of classes, students enrolled in special session without a payment posted to their student account may be dropped from all classes.

February 1-2.....Special Session Online Registration / Change of Program Period continue. Student may add/drop courses online during this period. Payment is due at the time of registration.

February 1-6.....First academic warning submission period.

February 3.....Spring 2016 2nd drop for non-payment (all sessions).

February 8.....Last day to submit a non-attendance "WD" withdrawal to the Office of the Registrar for Special Session 12-week courses.

February 8.....**Last day to drop a Special Session (12-Week) courses 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 January 1, 2016, refer to page 14 in Spring 2016 General Information for complete withdrawal.)

February 11.....Final payment due for Spring 2016 registration (**Regular and Special Session**).

February 12.....Deadline to submit approved graduate graduation applications and gapp forms to Graduate and Professional Studies Office (ADM 308) for May 2016 degree conferment. (*Students submitting applications after the February 12 deadline will not be eligible for participation in the Spring 2016 Commencement Ceremony and/or degree conferral. Check for special announcements.*)

*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 January 1, 2016. Students must request and complete the online "Complete Withdrawal Form" and submit via Web to the Office of the Registrar (ADM 128) by the deadline. He/she must also participate in a short exit interview with Financial Aid prior to the processing of the complete withdrawal by the Registrar's Office. See page 14 of the Spring 2016 General Information (published online) for more information.

February 2016

- February 18**.....Deadline for enrolling in and/or waiving the mandatory student health insurance program for the Special Session classes. **Note:** Students whose enrollment into Special Session courses brings them into full-time status (12 hours for undergraduates/9 hours for graduates/6 hours for doctoral) will be charged \$591.00 for mandatory health insurance. (See page 18 in the Spring 2016 General Information.)
- February 15**.....**HOLIDAY: President's Day- No Classes; Campus closed.**
- February 16**.....Last day to withdraw or completely withdraw from a Regular Session (16-Week) courses and receive a "W" on the transcript. For a complete withdrawal, please refer to page 14 in the Spring 2016 General Information.
- February 19**.....Last day to completely withdraw from the **Special Session (12-Week)** and receive a 50% reversal of tuition and fees. **Note:** 50% reversal of charges only applies to complete withdrawals.
- February 22**.....Last day to withdraw or completely withdraw from a Special Session (12-Week) courses and receive a "W" on the transcript. For a complete withdrawal, please refer to page 14 in the Spring 2016 General Information.

March 2016

- March 7-12**.....Second academic warning submission period.
- March 18**.....Deadline to submit approved undergraduate graduation applications to Evaluations Office (ADM 128) for May 2016 degree conferment. (**Students submitting applications after the March 26 deadline will not be eligible for participation in the Spring 2016 Commencement Ceremony and/or degree conferral.** Check for special announcements.)
- March 14-19**..... **Spring Recess – Classes will meet.**

April 2016

- April 4-9**.....Third academic warning submission period.
- April 11**.....Advance Registration for Summer and Fall 2016 begins.
- April 13**.....Undergraduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for Summer or Fall 2015 terms.
- April 13**.....Graduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for the Spring 2015 term.
- April 16**.....Graduates – Deadline to submit approved thesis/dissertation to ProQuest (email Graduate and Professionals Studies at graduateprograms@csu.edu for more information).
- April 23**.....Last day of class before final examination period.
- April 28**.....Spring 2016 Commencement Ceremony.
- April 25 - May 2**.....Final examination period (see timetable in Spring 2016 General Information (published online) for more information).

May 2016

- May 10**.....Faculty deadline to submit final grades for Spring 2016 via CSU Express.
- May 10**.....Faculty deadline to submit an Incomplete Contract for an "I" grade for Spring 2016. (*The contract form must be signed by the student, faculty and chairperson and submitted to the Office of the Registrar.*)
- May 10**.....Faculty deadline to submit a change of grade form to the Office of the Registrar for removal of an Incomplete "I" grade issued in Summer and Fall 2015 for undergraduate and Spring 2015 for graduate students.
- May 13**.....Spring 2016 term ends.
- After May 16**.....Spring 2016 grades are available on CSU X-Press.
- After May 16**.....Spring 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 January 1, 2016. Students must request and complete the online "Complete Withdrawal Form" and submit via Web to the Office of the Registrar (ADM 128) by the deadline. He/she must also participate in a short exit interview with Financial Aid prior to the processing of the complete withdrawal by the Registrar's Office. See page 14 of the Spring 2016 General Information (published online) for more information.

Failure to read information listed in the Term (Semester) Information, 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 Spring 2016 Academic Calendar will be posted online at csu.edu/coursebulletin/acadcalendar.htm*