

Spring 2015 CALENDAR • January 12 - May 15 REGULAR AND SPECIAL SESSIONS

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November 2014

November 17-30 Advance Registration for the Regular Session (16-Week), Special Session (12-Week), and Intersession courses. See page 9 for the advance registration and priority calendar.

December 2014

December 1- January 5 Regular Registration for (16-Week) Session. Students may add/drop courses during this period. Payment must be received by December 11, 2014.

December 1-February 2 Special Session online registration for (12-Week) courses. Students may add/drop courses online during this period.
Payment must be received by December 11, 2014.

December 1 First E-Bill posted for Spring 2015. Subsequent E-Bills will be sent monthly.
For more information refer to the Spring 2015 Class Schedule Bulletin (*published online*).

December 1-17 Spring 2015 Intersession Course Registration period continues.

December 11 Initial payment due for all Spring 2015 Sessions. Students must be validated (**make a payment**) by this date.

December 17 Spring 2015 Intersession classes begin.

December 17 Last day to register for Spring 2015 Intersession courses.

December 17-January 10 Spring 2015 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 2015 Intersession classes continue.

January 2015

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

January 3-6 Registration for Regular Session (16-Week), and Special Session (12-Week) courses continues.

January 3-10 Spring 2015 Intersession classes continue.

January 1- February 1 Special Session online Registration / Change of Schedule Period continues. **Payment is due at time of registration.** (Students may add/drop courses online during this period.)

January 4-13 Late Registration/Change of Schedule period for the Regular (16-Week) session. (**All first-time registrations processed on January 12 and 13 will incur a one-time \$100 late registration fee. Payment due at the time of registration.**)

TBA **Cougar Start U - Mandatory New Student Orientation**

January 5 Final payment due date for Spring 2015 Intersession courses.

January 7-16 Spring 2015 Book Voucher distribution period (please view Bursar's website).

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

January 8-9 Ventra CTA card distribution period (10am - 6pm).

January 9 Last day for Spring 2015 Intersession classes.

January 12 Regular Session Day and Evening Spring 2015 classes begin.

January 12-13 Ventra CTA card distribution period (10am - 6pm).

January 13 Final grades due for Spring 2015 Intersession courses.

January 14-18 Add/Drop Period for registered students only. (**Note: Students may add a class through Saturday January 17 until 2 p.m. in the Office of the Registrar. Students may drop a class online through January 18, 2015.**)

January 16 Deadline for enrollment in, or waiving out of the mandatory student health insurance program for the Spring 2015 term.

January 18 **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 January 2, 2015, refer to page 14 for complete withdrawal.**)

January 19 **HOLIDAY: Martin L. King – No classes; Campus closed.**

January 21 Last day to submit non-attendance "WD" withdrawals (*previously known as "WN"*) to the Office of the Registrar for Regular Session (16-week) courses.

January 22 Deadline to submit proof of required immunizations to Wellness/Health Center to avoid a \$25 non-compliance fee.

February 2015

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 2 Special Session Day and Evening classes begin.

*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 2, 2015. Students must request and complete the "Complete Withdrawal Form" and submit via 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. See page 14 of the Spring 2015 Class Schedule Bulletin (published online) for more information.

Failure to read information listed in Chicago State University's (CSU) Class Schedule Bulletin, 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 2015 Academic Calendar will be posted online at
csu.edu/coursebulletin/acadcalendar.htm

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- February 2**.....Late registration for Special Session. A one-time \$100 late registration fee applies for all new registrations. Payment due at the time of registration. The last day to add/enroll in a Special Session class.
- February 7**.....**Last day to drop a Special Session class online for 100% reversal of tuition and refundable fees and tuition 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 2, 2015.) Please refer to page 14 for a complete withdrawal.
- February 9**.....Last day to submit a non-attendance "WD" withdrawal (*previously known as "WN"*) to the Office of the Registrar for Special Session 12-week courses.
- February 9-14**.....First academic warning submission period.
- February 12**.....Final payment due for Spring 2015 registration (Regular and Special Session).
- February 13**.....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 13**.....Deadline for enrollment in, or waiving out, of 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 2015 Course Schedule Bulletin.)
- February 13**.....Deadline to submit approved graduate graduation applications and gapp forms to Graduate and Professional Studies Office (ADM 308) for May 2015 degree conferment. **(Students submitting applications after the February 13 deadline will not be eligible for participation in the Spring 2015 Commencement Ceremony. Check for special announcements.)**
- February 16**.....**HOLIDAY: President's Day- No Classes; Campus closed.**

March 2015

- March 2**.....**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.**
- March 6**.....Deadline to submit approved undergraduate graduation applications to Evaluations Office (ADM 128) to participate in Spring 2015 Commencement. **(Students submitting applications after the March 6 deadline will not be eligible for participation in the Spring 2015 Commencement Ceremony. Check for special announcements.)**
- March 16-21**.....**Spring Recess- No classes**
- March 23- 28**.....Second academic warning submission period
- March 27**.....**Last day to withdraw from a 16-Week (Regular) and 12-Week (Special Session) class and receive a "W" on the transcript. For a complete withdrawal please refer to page 14.**
- March 27**.....Deadline to submit approved undergraduate graduation applications to Evaluations Office (ADM 128) for May 2015 degree conferment. **(Students submitting applications after the March 6 deadline will not be eligible for participation in the Spring 2015 Commencement Ceremony. Check for special announcements.)**

April 2015

- April 13-18**.....Third academic warning submission period.
- April 14**.....Undergraduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for Summer or Fall 2014 terms.
- April 14**.....Graduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for the Spring 2014 term.
- April 17**.....Graduates – Deadline to submit approved thesis/dissertation to ProQuest (email Graduate and Professionals Studies at g-studies1@csu.edu for more information).
- April 20**.....Advance Registration for Summer and Fall 2015 begin.

May 2015

- May 2**.....Last day of class before final examination period
- May 4-9**.....Final examination period (*see timetable in Spring 2015 Class Schedule Bulletin or at www.csu.edu/coursebulletin/spring2015quicklinks/*)
- May 12**.....Faculty deadline to submit final grades for Spring 2015 via CSU Express.
- May 12**.....Faculty deadline to submit an Incomplete Contract for an "I" grade for Spring 2015. (The contract form must be signed by the student, faculty and chairperson and submitted to the Office of the Registrar.)
- May 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 2014 for undergraduate and Spring 2014 for graduate students.
- May 14**.....Spring 2015 Commencement Ceremony
- May 15**.....Spring 2015 term ends
- After May 18**.....Spring 2015 grades are available on CSU X-Press
- After May 18**.....Spring 2015 degree postings are available on CSU X-Press

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