

SPRING 2014 IMPORTANT DATES TO REMEMBER

January	
4	Clearance/Orientation for NEW students
6	Classes begin
10	Last day to ADD a class without instructor approval
17	Last day to ADD a class with instructor approval
17	Last day to DROP a class without record of enrollment
20	Martin Luther King Day (No Classes)
21	Census Date
February	
24-28	Mid-Semester Break (No Classes)
March	
3	Advising Appointments (thru April 4)
April	
4	Last day to WITHDRAW from class with "W"
7-11	Priority Registration for Fall 2014
17-21	Easter Break (Classes after 4pm will meet)
May	
April 28– 2	Final exam week
3	Commencement activities
6	Semester grades due in MY RECORDS (End of Spring Semester)
June 13	Deadline to apply for Summer 2014 graduation

Course Changes:

Courses may be **added** during the first two weeks of the semester (see exceptions above). Courses **added** after the first week will require instructor and academic advisor signatures. A course may be **dropped** during the first two weeks of the semester without receiving a "W" on your academic record. All courses dropped after the second week of the semester, require instructor and advisor signatures. Courses dropped after the second week through week 11 of the semester will be recorded on your academic record as a withdrawal "W." **NO COURSES MAY BE DROPPED AFTER WEEK 11.** Please pay close attention to the add/drop dates, they will be strictly enforced. If you cannot attend the first class and plan on attending the course you must contact your instructor. A student who does not attend the first day of class may be dropped at the prerogative of the instructor. You must formally withdraw from a course; **non-attendance does not constitute a withdrawal.** If a course is not dropped using the following procedures, the Instructor will assign an A/B/C/D/F grade.

- Obtain an Add/Drop form in the Registrar's Office. Forms are required for all changes made to your schedule after formal Registration period.
- Obtain the necessary signatures and return your completed form to the Registrar's Office. Instructor signatures are required for courses added after the first week and for courses dropped after the second week of the semester. Your form must be signed by you and your advisor for all changes made to your schedule.
- Courses added after the first week of the semester, requires both the instructor and advisor signatures. Closed courses (courses that are full) require Division Chair/Instructor approval.

Have a successful Spring Semester!