

# Spring 2019 CALENDAR • January 7 - May 10 REGULAR AND \*SPECIAL SESSION

## WWW.CSU.EDU

### November 2018

- November 12-30.....Advance online registration for Regular Session (16-Week), Intercession, and Special Session courses.  
 November 27.....Cougar Start U- Mandatory New Student Orientation (10:00 am & 5:00 pm).  
 November 28.....Cougar Start U- Mandatory New Student Orientation (10:00 am)

### December 2018

- December 1-January 5.....Regular online registration for Regular Session (16-Week), Intercession, and Special Session courses continue. Students may add/drop courses during this period.  
 December 1.....First E-Bill posted for Spring 2019. **Subsequent E-Bills will be sent monthly.** For more information refer to the Spring 2019 General Information (*published online*).  
 December 1-12.....Spring 2019 Intercession course online registration period continues.  
 December 12.....Spring 2019 Intercession classes begin.  
 December 12.....Last day to register for Spring 2019 Intercession courses.  
 December 12 - January 5.....Spring 2019 Intercession course period begins (**Note: In order to drop from an Intercession course, a drop form must be submitted within two (2) days from the start of the intercession course to receive 100% reversal charges.**)  
 December 24-25.....**HOLIDAY: Christmas Holiday Observance- No Intercession classes; Campus closed.**  
 December 26.....Spring 2019 Intercession classes continue.

### January 2019

- December 31 - January 1.....**HOLIDAY: New Year's Day Observance- No Intercession classes; Campus closed.**  
 January 2-4.....Online registration for Regular Session (16-Week) and Special Session courses continue.  
 January 2-5.....Spring 2019 Intercession classes continue.  
 January 2-5.....Enrollment Related Services: Wednesday–Thursday, January 2-3, 9am–7pm; Friday, January 4, 9am - 5pm and Saturday, January 5, 10am–2pm.  
 January 2-8.....Late Registration/Change of Schedule period for the Regular Session (16-Week) courses. **(All first-time registrations processed on and after January 7 will incur a one-time \$100 late registration fee.** Payment due at the time of registration.)  
 January 3.....Ventra CTA card distribution period (10am - 6pm).  
 January 3-12.....Spring 2019 Book Voucher distribution period (*please view Bursar's website*).  
 January 4.....Final payment due date for Spring 2019 Intercession courses.  
 January 5.....Last day for Spring 2019 Intercession classes.  
 January 7.....Regular Session (16-Week) Day and Evening Spring 2019 classes begin.  
 January 7-8.....Ventra CTA card distribution period (10am - 6pm).  
 January 7-11.....**Late fees of 1.5% will be applied on students accounts for Spring 2019 past due balances.**  
 January 7-16.....Regular Session (16-Week) Add/Drop Period for **registered students only.** (**Note: Students may add a class through Friday, January 11 until 5 p.m. in the Office of the Registrar. Students may drop a class online through January 16, 2019.**)  
 January 9.....Final grades due for Spring 2019 Intercession courses. Faculty submits final grades for Spring 2019 Intercession courses via CSU X-Press.  
 January 16.....Last day to submit non-attendance "WD" withdrawals to the Office of the Registrar for Regular Session (16-week) courses.  
 January 16.....**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 December 29, 2018, refer to page 14 in Spring 2019 General Information for complete withdrawal.**)  
 January 16-30.....Special Session online registration for (12-Week) courses continue. Students may add/drop courses online during this period. **Payment is due at time of registration.**  
 January 17.....Deadline for enrollment in, or waiving out of the mandatory student health insurance program for the Regular Session (16-Week) Spring 2019 term.  
 January 18.....Deadline to submit proof of required immunizations to Wellness/Health Center to avoid a \$25 non-compliance fee.  
 January 21.....**HOLIDAY: Martin L. King – No classes; Campus closed.**  
 January 28 - February 2.....First academic warning submission period.  
 January 29.....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 2019

- February 3-4.....Special Session Online Registration / Change of Program Period continues. Student may add/drop courses online during this period. **Payment is due at the time of registration.**  
 February 4.....Special Session Day and Evening classes begin.  
 February 8.....Deadline to submit approved graduate graduation applications and gapp forms to Graduate and Professional Studies Office (ADM 308) for May 2019 degree conferral. (**Students submitting applications after the February 8 deadline will not be eligible for participation in the Spring 2019 Commencement Ceremony and/or degree conferral. Check for special commencement announcements.**)  
 February 9.....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 the mandatory health insurance fee. (*See page 18 in the Spring 2019 General Information.*)  
 February 7-11.....Late fees of 1.5% will be applied on students accounts for Spring 2019 past due balances.  
 February 11.....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 see instructions below\*.

\*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 **December 29, 2018.** Students must request and complete the online "Complete Withdrawal Form" and submit via the 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 2019 General Information (published online) for more information.

### February 2019

- February 11**.....Last day to drop a Special 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 **December 29, 2018**.) Please refer to page 14 for a complete withdrawal.
- February 11**.....Last day to submit a non-attendance "WD" withdrawal to the Office of the Registrar for Special Session 12-week courses.
- February 18**.....**HOLIDAY: President's Day- No Classes; Campus closed.**
- 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 apply to complete withdrawals.
- February 22**.....Deadline to **schedule a meeting with your academic advisor to complete your degree audit for your Spring 2019 undergraduate graduation application**.
- February 25**.....Last day to withdraw or completely withdraw from a 12-Week (Special Session) class and receive a "W" on the transcript. For a complete Withdrawal, please refer to page 14.
- February 28**.....Last day to order new Ventra Card – First Time.
- February 25-March 2**.....Second academic warning submission period.

### March 2019

- March 1**.....Graduates – Deadline to submit approved dissertation to ProQuest (email Graduate and Professional Studies at [graduateprograms@csu.edu](mailto:graduateprograms@csu.edu) for more information).
- March 18-23**.....**Spring Recess - No classes.**
- March 22**.....Deadline to submit approved undergraduate graduation applications to Evaluations Office (ADM 128) for May 2019 degree conferment. (**Students submitting applications after the March 23 deadline will not be eligible for participation in the Spring 2019 Commencement Ceremony and/or degree conferral. Check for special commencement announcements.**)
- March 25–30**.....Third academic warning submission period.

### April 2019

- April 5**.....Graduates – Deadline to submit approved thesis AND dissertations to ProQuest (for more information email Graduate and Professional Studies at [graduateprograms@csu.edu](mailto:graduateprograms@csu.edu) .
- 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 2018 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 2018 term.
- April 15**.....Advance Registration for Summer and Fall 2019 begin.
- April 27**.....Last day of class before final examination period.
- April 29-May 4**.....Final examination period (see timetable in *Spring 2019 General Information (published online)* for more information).

### May 2019

- May 7**.....Faculty deadline to submit final grades for Spring 2018 via CSU Express.
- May 7**.....Faculty deadline to submit an Incomplete Contract for an "I" grade for Spring 2019. (*The contract form must be signed by the student, faculty and chairperson and submitted to the Office of the Registrar.*)
- May 7**.....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 2018 for undergraduate and Spring 2018 for graduate students.
- May 9**.....Spring 2019 Commencement Ceremony.
- May 10**.....Spring 2019 term ends.
- After May 14**.....Spring 2019 grades are available on CSU X-Press.
- After May 14**.....Spring 2019 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 **December 29, 2018**. 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 2019 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 2019 Academic Calendar will be posted online at [http://www.csu.edu/coursebulletin/acadcalendar/documents/Spring2019\\_Calendar.pdf](http://www.csu.edu/coursebulletin/acadcalendar/documents/Spring2019_Calendar.pdf) [www.csu.edu/coursebulletin/acadcalendar.htm](http://www.csu.edu/coursebulletin/acadcalendar.htm)

# QUICK VIEW: Registration/Payment/Drop Dates

Intercession Courses		December 12 - January 5	
Web Registration	100% Reversal Drop Date See Note Below*	Final Payment Due Date See Note Below*	Final Withdrawal Date ("W" on Transcript) See Note Below*
<b>November 12 - 30</b>	By 5pm on the 2nd day of the Intercession Course  <b>December 13</b>	<b>January 4</b>	By 5pm on the 3 <sup>rd</sup> day of the Intercession Course  <b>December 14</b>
<b>December 1-12</b>			
Regular Session (16-Week) Courses		January 7 – May 10	
Web Registration	100% Reversal Drop Date See Note Below*	Final Payment Due Date See Note Below*	Final Withdrawal Date ("W" on Transcript) See Note Below*
<b>November 12- January 7</b>	<b>January 16</b>	<b>January 4</b>	<b>February 11</b>
<b>January 2-8*</b> (Late Registration)			
*Special Session (12-Week) Courses		February 4 – May 10	
Web Registration	100% Reversal Drop Date See Note Below*	Final Payment Due Date See Note Below*	Final Withdrawal Date ("W" on Transcript) See Note Below*
<b>November 12 - February 4</b>	<b>February 11</b>	<b>January 4</b>	<b>February 25</b>
<b>February 4*</b> (Late Registration)			

**\*NOTES:**

- A final payment must be made by **January 4, 2019** to avoid a business hold which prevents future registrations and late charges. Students must make a payment by this date or provide civil service waivers, third party vouchers, etc. by this date. **Late fees of 1.5% will be applied on students accounts for Spring 2019 past due balances.**
- **January 16, 2019** is the deadline date to drop **ALL** Regular Session (**16-Week**) courses or reduce credit hour load with eligibility for **100%** reversal of charges.
- **January 29, 2019** is the deadline to completely withdraw ALL Regular (**16-weeks**) Session courses with a grade of **W** on the transcript with eligibility for **50%** reversal of charges (if registered for Regular Sessions courses only). **NOTE: A 50% reversal of charges only applies to complete withdrawals.**
- **February 11, 2019** is the deadline to withdraw one or more Regular Session (**16-Week**) courses with a grade of **W** on transcript with eligibility for **0%** reversal of charges.
- **February 11, 2019** is the deadline date to drop **ALL** Special (**12-weeks**) Session courses or reduce credit hour load with eligibility for **100%** reversal of charges.
- **February 19, 2019** is the deadline to **completely withdraw ALL** Special (**12-weeks**) Session courses with a grade of **W** on the transcript with eligibility for **50%** reversal of charges (if registered for Special Sessions courses only). **Note: 50% reversal of charges only apply to complete withdrawals.**
- **February 25, 2019** withdraw one or more Special Session courses with a grade of **W** on transcript with eligibility for **0%** reversal of charges.
- **Late registration period: \$100 Late Registration Fee** will be charged for any initial registrations made on or **after January 8, 2018** for the Regular (16-weeks) Session and February 4, 2019 for Special (**12-weeks**) Session.
- The University may limit the offering of Special Session courses for Spring 2019 based on programs.