This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for fall semester 2016. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

August 22 – August 26
Student Services Center Open 8:00 AM – 5:00 PM.

August 27  **Residence Halls available** at 9:00 AM for returning students.

August 27  11:00 AM-3:00 PM Bursar, Financial Aid, and Records and Registration Services open at Hamilton Hall. Admissions Office open at Academy Hall.

August 29  Student Services Center & Admissions Open 8:00 AM – 5:00 PM

August 29  A. **Undergraduate and Graduate Classes Begin.**

B. Faculty to retrieve class roster from S.C.O.T.S. for use with **First Day Attendance.** Faculty to record on the “Mid Term Grade” form on S.C.O.T.S. students who are not in attendance.

August 29  **8:00 AM - 5:00 PM - Late Registration and Schedule Adjustment period.** Hamilton Hall ($25 Late Registration Fee will be charged).

August 30  **8:30 AM – Welcome Back Address & Reception, Pogue Student Center**

August 30 – September 2  
**8:00 AM – 4:30 PM – Late Registration and Schedule Adjustment period.** Hamilton Hall ($25 Late Registration Fee will be charged).
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September 5  Labor Day - No Classes.

September 6  Last Day to ADD or DROP a Course “In Person” at Hamilton Hall by 4:30PM.

September 6  Last day to ADD or DROP a course by 11:59 PM on S.C.O.T.S.  
(Note: Courses which begin part-way through the semester may be added up to the starting time of the first class meeting of the course.)

September 6  Deadline for individuals anticipating graduation at the completion of Fall Semester, 2016, to submit a graduate application on S.C.O.T.S.  $100.00 fine assessed for any received after this date.

September 7 – November 4*  
Course Withdrawal: Students may withdraw from a course and receive a “W” grade via S.C.O.T.S.

*Or date established by the University for courses with special start/end dates.

September 7  Office of Records and Registration to provide faculty with instructions to verify class rosters for enrollment verification. Faculty should not add names to rosters.

September 7  Office of Records and Registration to distribute to the faculty grade reports of enrolled students who have “I” or “R” grades on their academic record.

September 9  Office of Records and Registration to provide advisors, chairpersons and deans with 80/40 hour review report.

September 9  Faculty to email adjustments to class rosters to Records and Registration prior to 12 Noon.

September 23  Last day for enrolled students to complete work in which “I” grades have been earned (from the prior semester). Work not completed by this date will result in an “F” grade unless an extension of time has been granted by the Registrar to enable the student to complete the work.

September 27  Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.

September 29  Book orders for Spring 2017 (201720) are due to the Bookstore.
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September 7 – November 4*

    **Course Withdrawal:** Students may withdraw from a course and receive a “W” grade.

    *Or the date established by the University for courses with special start/end dates.

October 6-8  **Homecoming**

October 11  Reading Day - No Classes.

October 14  Office of Records and Registration to provide faculty with midterm grading instructions and instructions for midterm enrollment verification and activate grading on S.C.O.T.S.

October 15  Fall Open House 1 – 3 PM. Pogue Student Center.

October 15  **MIDTERM.**

October 18  Faculty to post midterm grades and lapsed attendance notations on S.C.O.T.S. prior to 3:00PM. **Midterm grading via S.C.O.T.S. disabled at 3:00 PM.**

October 20  Office of Records and Registration to send lapsed attendance notices to select students.

October 20  **Midterm grades** distributed to advisors and available on S.C.O.T.S.

October 26-November 18

    **Class Scheduling for Spring 2017 (201720) Semester Begins.** Consult S.C.O.T.S. for specific dates and times.
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October 26 – November 18  
**Class Scheduling for Spring 2017 (201720) Semester Begins.** Consult S.C.O.T.S. for specific dates and times.

November 4  
**Last date** for students to withdraw with a “W” grade.*

Note: Withdrawal after this date will be authorized by the Dean of the student’s major only if it has been judged that extenuating circumstances justify the withdrawal. If such a withdrawal is authorized the student will receive a “W” grade.

*Or the date established by the University for courses with special start/end dates.

November 5  
**Fall Open House** 1 – 3 PM. Pogue Student Center.

November 5 – December 9  
**Extenuating Circumstance Withdrawal Period**

November 22  
**Thanksgiving Break begins at the close of classes.**

November 28  
**Thanksgiving Break ends. Classes resume at 8:00 A.M.**
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November 5 – December 9

Extenuating Circumstance Withdrawal Period.

December 9

Last day of class for all 1st Semester courses.

December 12

Exam Period Begins

December 12

Office of Records and Registration to provide faculty with final grading instructions and activate faculty grading on S.C.O.T.S.

December 16

Semester Ends.

December 17

Commencement.

December 20

Faculty to post final grades on S.C.O.T.S. prior to 3:00 PM. Final grading via S.C.O.T.S. disabled at 3:00 PM.

December 21

Academic Warning, Probation and Suspension letters mailed/ emailed to students.

December 21

Final grades available on S.C.O.T.S.
<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class</td>
<td>Monday</td>
<td>August 29</td>
</tr>
<tr>
<td>Labor Day Holiday (No Classes)</td>
<td>Monday</td>
<td>September 5</td>
</tr>
<tr>
<td>Last Day to Add/Drop a Course*</td>
<td>Tuesday</td>
<td>September 6</td>
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<tr>
<td>(In Person @ Hamilton Hall, By 4:30PM)</td>
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<tr>
<td>Last Day to Apply for December Graduation</td>
<td>Tuesday</td>
<td>September 6</td>
</tr>
<tr>
<td>On S.C.O.T.S. (By 11:59 PM)</td>
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</tr>
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<tr>
<td>Reading Day (No Classes)</td>
<td>Tuesday</td>
<td>October 11</td>
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<tr>
<td>Mid-Term</td>
<td>Saturday</td>
<td>October 15</td>
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<tr>
<td>Last Day to Withdraw From a Course and</td>
<td>Friday</td>
<td>November 4</td>
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<tr>
<td>Receive a “W” Grade*</td>
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<tr>
<td>Thanksgiving Break Begins</td>
<td>Tuesday</td>
<td>November 22</td>
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<tr>
<td>At the Close of Classes</td>
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<tr>
<td>Classes Resume 8:00 AM</td>
<td>Monday</td>
<td>November 28</td>
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<tr>
<td>Last Day of Class</td>
<td>Friday</td>
<td>December 9</td>
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<tr>
<td>Exam Period Begins</td>
<td>Monday</td>
<td>December 12</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Friday</td>
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</tr>
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<td>Commencement</td>
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</tr>
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