This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for fall semester 2019. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

August 22 – August 23
Student Services Center, Hamilton Hall, Open 8:00 AM – 5:00 PM.

August 24  **11:00 AM-3:00 PM** Student Accounts, Financial Aid, and Records and Registration Services open at Hamilton Hall. Admissions Office open at Academy Hall.

August 25  **Residence Halls available** at 9:00 AM for returning students.

August 25  **12:00 PM- 3:00 PM** Student Accounts, Financial Aid, and Records and Registration Services open at Hamilton Hall. Admissions Office open at Academy Hall.

August 26  Student Services Center & Admissions Open 8:00 AM – 5:00 PM

August 26  **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 26  **8:00 AM - 5:00 PM - Late Registration and Schedule Adjustment period.**
Hamilton Hall ($25 Late Registration Fee will be charged).

August 27 – August 30  **8:00 AM – 4:30 PM – Late Registration and Schedule Adjustment period.**
Hamilton Hall ($25 Late Registration Fee will be charged).
This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for fall semester 2019. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

**September 2**  
Labor Day - No Classes.

**September 3**  
Last Day to ADD or DROP a Course “In Person” at Hamilton Hall by 4:30PM.

**September 3**  
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 4**  
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 4 – November 1***  
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 6**  
Office of Records and Registration to provide advisors, chairpersons and deans with 80/40 hour review report.

**September 6**  
Faculty to email adjustments to class rosters to Records and Registration prior to 10:00 AM.

**September 10**  
Deadline for individuals anticipating graduation at the completion of Fall Semester 2019 to submit a graduate application on S.C.O.T.S. $100.00 fine assessed for any received after this date.

**September 12**  
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 20**  
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 23**  
Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.
This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for fall semester 2019. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

September 4 – November 1*

**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 1

Reading Day - No Classes.

October 8

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 11-13

Homecoming

October 12

MIDTERM

October 15

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 16

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

October 17

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

October 29

Fall Open House - Pogue Student Center

October 30 – November 15

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for fall semester 2019. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

**October 30 – November 15**

**November 1**
Book orders for Spring 2020 (202020) are due to the Bookstore.

**November 1**
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 2 – December 6**
Extenuating Circumstance Withdrawal Period

**November 9**
Fall Open House - Pogue Student Center.

**November 12-13**
Graduation Fair – 12:00 – 6:00 PM, Pogue Student Center

**November 26**
Thanksgiving Break begins at the close of classes.
November 2 – December 6
Extenuating Circumstance Withdrawal Period.

December 2          Thanksgiving Break ends. Classes resume at 8:00 A.M.
December 6          Last day of class for all 1st Semester courses.
December 9          Final Exam Period Begins
December 9          Office of Records and Registration to provide faculty with final grading instructions and activate faculty grading on S.C.O.T.S.

December 13         Semester Ends

December 14         Commencement

December 17         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 19         Academic Warning, Probation and Suspension letters mailed/ emailed to students.

December 19         Final grades available on S.C.O.T.S.
# Academic Calendar: Fall Semester 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class</td>
<td>Monday</td>
<td>August 26</td>
</tr>
<tr>
<td>Labor Day Holiday (No Classes)</td>
<td>Monday</td>
<td>September 2</td>
</tr>
<tr>
<td>Last Day to Add/Drop a Course* (In Person @ Hamilton Hall, By 4:30PM)</td>
<td>Tuesday</td>
<td>September 3</td>
</tr>
<tr>
<td>Last Day to Add/Drop a Course* On S.C.O.T.S. (By 11:59 PM)</td>
<td>Tuesday</td>
<td>September 3</td>
</tr>
<tr>
<td>Last Day to Apply for December Graduation on S.C.O.T.S. (By 11:59 PM)</td>
<td>Tuesday</td>
<td>September 10</td>
</tr>
<tr>
<td>Reading Day (No Classes)</td>
<td>Tuesday</td>
<td>October 1</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>Saturday</td>
<td>October 12</td>
</tr>
<tr>
<td>Last Day to Withdraw From a Course and Receive a “W” Grade*</td>
<td>Friday</td>
<td>November 1</td>
</tr>
<tr>
<td>Thanksgiving Break Begins At the Close of Classes</td>
<td>Tuesday</td>
<td>November 26</td>
</tr>
<tr>
<td>Classes Resume 8:00 AM</td>
<td>Monday</td>
<td>December 2</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>Friday</td>
<td>December 6</td>
</tr>
<tr>
<td>Final Exam Period Begins</td>
<td>Monday</td>
<td>December 9</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Friday</td>
<td>December 13</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday</td>
<td>December 14</td>
</tr>
</tbody>
</table>

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