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 24 – 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).
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**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.
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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 19**  
**Fall Open House - Pogue Student Center**

**October 30 – November 15**  
**Class Scheduling for Spring 2020 (202020) Semester Begins. Consult S.C.O.T.S. for specific dates and times.**
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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.
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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.
First Day of Class
Monday
August 26

Labor Day Holiday
(No Classes)
Monday
September 2

Last Day to Add/Drop a Course*
(In Person @ Hamilton Hall, By 4:30PM)
Tuesday
September 3

Last Day to Add/Drop a Course*
On S.C.O.T.S. (By 11:59 PM)
Tuesday
September 3

Last Day to Apply for December Graduation on S.C.O.T.S. (By 11:59 PM)
Tuesday
September 10

Reading Day (No Classes)
Tuesday
October 1

Mid-Term
Saturday
October 12

Last Day to Withdraw
From a Course and Receive a “W” Grade*
Friday
November 1

Thanksgiving Break Begins
At the Close of Classes
Tuesday
November 26

Classes Resume 8:00 AM
Monday
December 2

Last Day of Class
Friday
December 6

Final Exam Period Begins
Monday
December 9

Semester Ends
Friday
December 13

Commencement
Saturday
December 14

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

Revised 07/31/2019