This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for fall semester 2018. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

August 20 – August 24  
Student Services Center Open 8:00 AM – 5:00 PM.

August 25  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 26  Residence Halls available at 9:00 AM for returning students.

August 26  12:00 PM- 3:00 PM Bursar, Financial Aid, and Records and Registration Services open at Hamilton Hall. Admissions Office open at Academy Hall.

August 27  Student Services Center & Admissions Open 8:00 AM – 5:00 PM

August 27  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 27  8:00 AM - 5:00 PM - Late Registration and Schedule Adjustment period. Hamilton Hall ($25 Late Registration Fee will be charged).

August 28 – August 31  
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 3**  Labor Day - No Classes.

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

**September 4**  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 5**  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 5 – November 2**

**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 advisors, chairpersons and deans with 80/40 hour review report.

**September 7**  Faculty to **email adjustments to class rosters to Records and Registration prior to 12 Noon.**

**September 11**  **Deadline** for individuals anticipating graduation at the completion of Fall Semester, 2018, to submit a graduate application on S.C.O.T.S. $100.00 fine assessed for any received after this date.

**September 13**  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 21**  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 24**  Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.

**September 27**  **Book orders** for Spring 2018 (201820) are due to the Bookstore.

**September 28-29**  **Homecoming**
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September 5 – November 2*

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 9  Reading Day - No Classes.

October 9  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 13  MIDTERM

October 16  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 18  Office of Records and Registration to send lapsed attendance notices to select students.

October 18  Midterm grades distributed to advisors and available on S.C.O.T.S.

October 20  Fall Open House - Pogue Student Center

October 31 – November 16

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**October 31 – November 16**


**November 2**  
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 3 – December 7**  
Extenuating Circumstance Withdrawal Period

**November 10**  
Fall Open House - Pogue Student Center.

**November 13-14**  
Graduation Fair – 12:00 – 6:00 PM, Pogue Student Center

**November 20**  
Commencement Video Makeup Date – 1:00 – 5:00 PM, Compton Hall, 208

**November 20**  
Thanksgiving Break begins at the close of classes.

**November 26**  
Thanksgiving Break ends. Classes resume at 8:00 A.M.
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**November 3 – December 7**  
*Extenuating Circumstance Withdrawal Period.*

**December 7**  
Last day of class for all 1st Semester courses.

**December 10**  
Final Exam Period Begins

**December 10**  
Office of Records and Registration to provide faculty with final grading instructions and activate faculty grading on S.C.O.T.S.

**December 14**  
Semester Ends

**December 15**  
Commencement

**December 18**  
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 20**  
Academic Warning, Probation and Suspension letters mailed/ emailed to students.

**December 20**  
Final grades available on S.C.O.T.S.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Day of Class</td>
<td>Monday</td>
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<tr>
<td>Labor Day Holiday</td>
<td>Monday</td>
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<tr>
<td>(No Classes)</td>
<td>September 3</td>
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<tr>
<td>Last Day to Add/Drop a Course*</td>
<td>Tuesday</td>
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<tr>
<td>(In Person @ Hamilton Hall, By 4:30PM)</td>
<td>September 4</td>
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<tr>
<td>Last Day to Add/Drop a Course</td>
<td>Tuesday</td>
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<td>On S.C.O.T.S. (By 11:59 PM)</td>
<td>September 4</td>
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<tr>
<td>Last Day to Apply for December</td>
<td>Tuesday</td>
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<tr>
<td>Graduation on S.C.O.T.S. (By 11:59 PM)</td>
<td>September 11</td>
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<tr>
<td>Reading Day (No Classes)</td>
<td>Tuesday</td>
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<tr>
<td>Mid-Term</td>
<td>Saturday</td>
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<td>Last Day to Withdraw</td>
<td>Friday</td>
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<td>From a Course and</td>
<td>November 2</td>
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<tr>
<td>Receive a “W” Grade*</td>
<td>Friday</td>
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<tr>
<td>Thanksgiving Break Begins</td>
<td>Tuesday</td>
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<tr>
<td>At the Close of Classes</td>
<td>November 20</td>
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<td>Classes Resume 8:00 AM</td>
<td>Monday</td>
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<td>Last Day of Class</td>
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Revised 06/28/2018