

ACADEMIC CALENDAR

Dates and Deadlines

Fall 2008

- Students are responsible to abide by these deadlines.

- If your name is not on the **official** class roster, you are not officially registered in the course.
- Students must use their official **e-mail address** on record; communication regarding registration will be sent via e-mail to students during the registration period.

- April 7 - Registration begins. **Before registration, all students must pay a \$200 registration advance payment.** This \$200 will be applied to your tuition and fees. Students can register on or after their assigned time.
- **Apply for spring graduation.** See your advisor.
- August 10 - **Last day to withdraw from all classes and receive refund of \$200 advance payment.**
- August 11 - First day of Fall semester classes.
- Faculty/staff using tuition waiver may register.
- Last day to petition residency.
- August 17 - **LAST DAY TO:**
- **Add courses and waitlist using S.M.A.R.T**
- NOTE: If your name is not on the official class roster, you are not officially registered in the course.
- August 18** - **No adds permitted**
- **Last day to drop a course without a \$100 drop charge.**
- August 19 - First day instructor may approve a request to add a student to a closed course using a Schedule Adjustment Form.
- August 19 - **Between August 19 & September 3:**
- **Open courses may be added using a Schedule Adjustment Form with instructor's approval.**
- Late starting module or intensive courses may be added up until the first day of the class. After that, those courses may be **added with instructor's permission.**
- Independent study, internship, thesis, and dissertation credit may be added with required signature approvals
- Aug 23-29** - **Democratic National Convention (No Classes)**
September 1 - Labor Day Holiday (Campus Closed/No Classes)
- September 3 - **LAST DAY TO:**
By 5:00 PM - DROP full-term courses with tuition adjustment.
(Census Date) - After this date, dropped courses **require instructor's approval** and *will appear* on your transcript.
- **Add full term courses** (except thesis, independent study and internships). **After this date**, student will be charged the **full tuition amount** for additional course(s) added - College Opportunity Fund hours will not be deducted from eligible student's lifetime hours.
- **Withdraw from the term.**
After this date, complete withdrawal (all courses dropped) requires the signature of your dean (no tuition adjustment). Signature of financial aid required if student has financial aid (loans, grants, or scholarships).
- Request a No Credit or pass/fail grade for a course.
- Register as candidate for degree.
- **Last day to apply for spring graduation.**
- Petition for reduction in dissertation hours.
- Submit faculty/staff waiver forms.
- October 27 - Last day to drop or withdraw without a petition and special approval from student's dean.
- Nov 24-30 - Fall Break (No Classes; Campus Open)
- November 27 - Thanksgiving Day Holiday (Campus Closed)
- November 28 - Last day to authorize for College Opportunity Fund (COF) via S.M.A.R.T. Students may continue to authorize through finals at the Registrar's Office.
- December 8-13 - Finals Week.
- December 13 - End of semester.
- December 22 - Fall Final grades available on S.M.A.R.T.

INTENSIVE AND MODULE COURSES:

Adds after 1st class to start of 3rd class **require** instructor signature. Drops after 2nd class to start of 3rd class **require** instructor signature. **Drop charges apply the first day of class or later.** Drops or withdrawal after 3rd class meeting require special approval from student's dean. No tuition adjustment.

Intensive courses are short format (less than five weeks). They require the same number of classroom hours, and the same amount of work as a full-term class.

Module courses are classes lasting five or more weeks but less than the full term. They require the same number of classroom hours, and the same amount of work as full-term courses. Module courses meet:

First five weeks:	August 11-September 19
Second five weeks:	September 22-October 24
Third five weeks:	October 27-December 5

ACADEMIC CALENDAR 2009

Spring 2009 (tentative)

Martin Luther King Day - No classes; campus open	Jan 19
Classes Begin	Jan 20
Spring Break - No classes; campus open	March 23-29
End of Term	May 16

Summer 2009 (tentative)

Maymester Classes Begin	May 18
Memorial Day Holiday-Campus closed.....	May 25
Summer Classes Begin.....	June 8
Independence Day Holiday - No classes; campus closed	July 3
End of term	August 1

BILLING INFORMATION

(Check S.M.A.R.T. for your current account balance)

- **Please be aware there is a required registration advance payment of \$200.00.** This payment must be made before you can register. The **ONLY** exception to this requirement is if the Financial Aid Office has received your FAFSA data and you have completed the University Application for Financial Aid.
- 1st day of the term through the following Monday - If the student withdraws from all classes for the term, he/she will forfeit \$200, which corresponds to the \$200 registration advance payment.
- Beginning the second Tuesday of the fall and spring terms until census date. If a student drops a course, a \$100 drop charge will be assessed. If a student withdraws during this time frame (therefore dropping all classes), all tuition and other fees will be removed, but a drop charge of \$100 will be assessed for each course.

STUDENTS ARE RESPONSIBLE FOR COMPLYING WITH TUITION/FEES DEADLINES. UNPAID TUITION WILL BE SUBJECT TO 1.75% SERVICE CHARGE.
ADDITIONALLY, PAST DUE ACCOUNTS MAY BE ASSESSED A 20% INTERNAL COLLECTION FEE ON THE UNPAID BALANCE.FOR DETAILED INFORMATION ON PAYMENT DATES AND POLICIES, CALL 303-556-2710 or visit www.ucdhsc.edu/bursar/billandenroll.

DO NOT WAIT FOR A BILL. POSTMARKS WILL NOT BE HONORED. MAKE SURE YOUR BILLING AND EMAIL ADDRESSES ARE CORRECT.