

Office of the Registrar Semester-System Academic Year Working Calendar Template

	FS	SS	US
	Fall Semester <i>xx/xx/xx - xx/xx/xx</i>	Spring Semester <i>xx/xx/xx - xx/xx/xx</i>	Summer Semester <i>xx/xx/xx - xx/xx/xx</i>
Class orders due	Friday of Spring Semester week 6	Friday of Fall Semester week 4	Friday of Spring Semester week 4
Changes for Class Schedule	Friday of Spring Semester week 7	Friday of Fall Semester week 5	Friday of Spring Semester week 5
Class Schedule available to Students	Monday of Spring Semester week 8	Monday of Fall Semester of week 6	Monday of Spring Semester of week 6
Early Registration (Special Groups)	Monday of Spring Semester week 12	Monday of Fall Semester week 10	n/a
Early Registration	Wednesday of Spring Semester week 12	Wednesday of Fall Semester week 10	n/a
Freshman Orientation/Registration	TBD by Office of Admissions / Orientation area	n/a	n/a
Open Web/In-person Registration	Monday of Spring Semester week 15	Monday of Fall Semester week 15	Monday of Spring Semester week 10
Classes begin	Established by Calendar & Examinations Committee		
Registration / Adds / Grade Replacement /Late Fees			
Late reg/adds, no signatures if open	Day 1 - Day 7		
Last Day to declare a class audit (online)	Day 15 (Monday of 3rd week)		
Last Day to elect Pass/Fail (form)	Day 15 (Monday of 3rd week)		
Last Day for Student to Submit Grade Replacement Form for Classes Enrolled that Term	Day 15 (Monday of 3rd week)		
Late reg/adds, signatures required	Day 8 - Day 15		
\$25 Late Fee for new registrations	Day 1 - Day 15		
Late Registration Appeals Committee approval required for new registrations and \$150 Late Fee assessed	Day 16		
Graduation Application			
Online Graduation Application Opens for the Following Term	1st Day of Classes of Current Term		
Online Graduation Application Closes for the Current Term	Friday of the 2nd week of classes of Current Term		
Drops & Withdrawals			
Last day to drop <i>(no entry on academic record)</i>	Day 15		
Withdrawal period begins <i>("W" or "F" on academic record - participation indication required by instructor on-line)</i>	Day 16		

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Last day to withdraw	Friday of Week 10	Friday of Week 10	Friday of Week 9
Refund Schedule			
100% refund period	through Day 8		
50% refund period	Day 9 - Day 15		
No refund	Day 16		
Ohio Board of Regents Census			
OBR count/official statistics (close of business)	Day 15		
End of Term & Post-Term			
Last day of classes	Established by Calendar & Examinations Committee		
Examination period	Established by Calendar & Examinations Committee		
Semester ends; graduation date	Established by Calendar & Examinations Committee		
Commencement	Saturday of Exam Week	Saturday of Exam Week	
Grades Due to Registrar's Office	by 5:00 p.m. Wednesday following Exam Week		
Grades Posted & Available to Students	Thursday following Exam Week		
Degree Certifications Due to Registrars' Office	Fall Quarter = Friday before the 1st week of Spring Semester. Spring and Summer Quarter = seven (7) working days following grades posted		
			Last Updated: 6-4-10