

## Important Dates for Faculty and Staff

# 2019-20

Calendars are subject to change. Dates and events are added or changed as information becomes available.

Date	Term	Event
<b>August 2019</b>		
1		Last day to apply for fall graduation.
15	SUM I and II 2020	<a href="#">Course fee request</a> deadline.
16	SUM II	Session ends.
20	SUM II	<a href="#">Final grades</a> are due no later than noon. There is no commencement ceremony held in August.
21	Fall	Fall tuition and fees are due.
21	SUM I and II 2020	Course offerings rolled in Banner.
23 - 24, 26 - 30	Fall	Fall One Stop Convenience Center. <a href="#">Hours are posted online.</a>
24 - 27	Fall	<a href="#">Fall Welcome.</a>
26	SUM I and II 2020	Schedule available to departments to review and edit in Banner.
27	Fall	<a href="#">Bronco Bash.</a>
28	Fall	Classes begin at 8 a.m.
30	Spring 2020	<a href="#">Textbook order</a> deadline.
<b>September 2019</b>		
2	Fall	Labor Day recess. University is closed.
4	Fall	Registration closes.  Last day to receive a 100% tuition refund for Fall 2019.
5	Fall	Departmental clean-up day. This day is provided after the official drop and add period for departments who wish to allow students to make changes to their schedules such as late add(s) or section changes. All entries are to be completed by using Banner.  Census.
6	Fall	\$100 late add fee applies to students who late add a class. Begin recording withdrawals with a final grade of "W" on the transcript.  Last day to receive a 90% refund for a complete withdrawal.

Date	Term	Event
11	Fall	Last day to receive a 50% refund for a partial withdrawal.
16	Spring 2020	Course offerings are made available at 8 a.m. to view online using GoWMU and Course Lookup.
23	Fall	Last day to receive a 50% refund for a complete withdrawal.
27		SUM I and II 2020 Edits due in Banner by 5 p.m. All special requests are due at this time.
30		SUM I and II 2020 Bulk room scheduling process begins.
30	Fall 2020	<a href="#">Course fee request</a> deadline.
<b>October 2019</b>		
1		Last day to apply for spring graduation.
2	Fall 2020	Course offerings rolled in Banner.
4	Fall	Deadline for final exam special requests.
7	Fall 2020	Schedule available to departments to review and edit in Banner.
14	Fall	Midterm grades due.
16 - 18	Fall	Fall break.
21	Spring 2020	Registration begins at 7:30 a.m.
21	Fall	Last day to receive a 25% refund for a complete withdrawal.
28	Fall	Last day to withdraw from classes.
<b>November 2019</b>		
15	Fall 2020	Edits due in Banner by 5 p.m. All special requests due at this time.
18	Fall 2020	Bulk scheduling begins at 8 a.m.
27	Fall	Thanksgiving recess begins at noon. University is open until 5 p.m.
<b>December 2019</b>		
2	Fall	Classes resume.
9 - 12	Fall	<a href="#">Final exams</a> . All exams take place Monday through Thursday.
14	Fall	Semester ends and Fall <a href="#">Commencement</a> ceremonies are held at <a href="#">Miller Auditorium</a> .
17	Fall	<a href="#">Final grades</a> are due no later than noon.
30	Spring	Tuition and fees are due.
<b>January 2020</b>		
6 - 7	Spring	Spring One Stop Convenience Center. <a href="#">Hours are posted online</a> .

Date	Term	Event
6	Spring	Classes begin at 8 a.m.
10	Spring	Registration closes. Last day to receive a 100% tuition refund for Spring 2020.
10	SUM I and II 2020	<a href="#">Textbook order</a> deadline.
13	Spring	Departmental clean-up day. This day is provided after the official drop and add period for departments who wish to allow students to make changes to their schedules such as late add(s) or section changes. All entries are to be completed by using Banner.  Census.
14	Spring	\$100 late add fee applies to students who late add a class. Begin recording withdrawals with a final grade of "W" on the transcript.
16	Spring	Last day to receive a 90% refund for a complete withdrawal.
20	Spring	Dr. Martin Luther King Jr. Day recess, convocation and activities. University is closed.
21	Spring	Last day to receive a 50% refund for a partial withdrawal.
21	Fall 2020	Final review available to departments. Edits are made on the working report, Banner access is not available for this round.
24	Fall 2020	Final edits are due. Please make edits (in red) on the working report. Submit the forms or use the one-click option if there are no changes.
27	SUM I and II 2020	Course offerings are made available at 8 a.m. to view online using GoWMU and Course Lookup.
27	Fall 2020	Final room assignments begin at 8 a.m.
<b>February 2020</b>		
1		Last day to apply for summer and fall graduation.
3	Spring	Last day to receive a 50% refund for a complete withdrawal.
7	Fall 2020	<a href="#">Textbook order</a> deadline.
10	SUM I and II 2020	Registration opens at 7:30 a.m.
14	Spring	Deadline for final exam special requests.
17	Fall 2020	Course offerings are made available at 8 a.m. to view online using GoWMU and Course Lookup.
28	Spring	Last day to receive a 25% refund for a complete withdrawal.  Spirit Day - no classes. University is open during normal business hours.
<b>March 2020</b>		

Date	Term	Event
2 - 6	Spring	Spring recess - no classes. University is open during normal business hours.
9	Spring	Classes resume.
16	Spring	Midterm grades are due. Last day to withdraw from classes.
<b>April 2020</b>		
15	Spring 2021	<a href="#">Course fee request</a> deadline.
20 - 23	Spring	<a href="#">Final exams</a> . All exams take place Monday through Thursday.
22	Spring 2021	Course offerings rolled in Banner.
25	Spring	Semester ends and Spring <a href="#">Commencement</a> ceremonies are held at <a href="#">Miller Auditorium</a> .
27	SUM I	Tuition and fees are due.
27	Spring 2021	Schedule available to departments to review and edit in Banner.
28	Spring	<a href="#">Final grades</a> are due no later than noon.
<b>May 2020</b>		
4	SUM I	Session begins at 8 a.m.
8	SUM I	Registration closes. Last day to receive a 100% tuition refund for SUM I 2020.
11	SUM I	Departmental clean-up day. This day is provided after the official drop and add period for departments who wish to allow students to make changes to their schedules such as late add(s) or section changes. All entries are to be completed by using Banner. Census.
12	SUM I	\$100 late add fee applies to students who late add a class. Begin recording withdrawals with a final grade of "W" on the transcript.
15	SUM I	Last day to receive a 50% refund for a complete withdrawal.
22	Spring 2021	Edits are due in Banner by 5 p.m. All special requests are due at this time.
25	SUM I	Memorial Day recess. University is closed.
26	Spring 2021	Bulk room scheduling begins at 8 a.m.
29	SUM I	Last day to receive a 25% refund for a complete withdrawal.
<b>June 2020</b>		
1	SUM I	Last day to withdraw from classes.
18	SUM II	Tuition and fees are due.

Date	Term	Event
24	SUM I	Session ends.
25	SUM II	Session begins at 8 a.m.
27		Summer <a href="#">Commencement</a> ceremonies are held in <a href="#">Miller Auditorium</a>
30	SUM I	<a href="#">Final grades</a> are due no later than noon.
<b>July 2020</b>		
1	SUM II	Registration closes.  Last day to receive a 100% tuition refund for SUM II 2020.
2	SUM II	Departmental clean-up day. This day is provided after the official drop and add period for departments who wish to allow students to make changes to their schedules such as late add(s) or section changes. All entries are to be completed by using Banner.  Census.
3	SUM II	\$100 late add fee applies to students who late add a class. Begin recording withdrawals with a final grade of "W" on the transcript
4		Independence Day recess. University is closed.
7	SUM II	Last day to receive a 50% refund for a complete withdrawal.
20	SUM II	Last day to withdraw from classes.  Last day to receive a 25% refund for a complete withdrawal.
21	Spring 2021	Final review available to departments. Edits are made on the working report, Banner access is not available for this round.
24	Spring 2021	Final review edits are due. Please make edits (in red) on the working report. Submit the forms or use the one-click option if there are no changes.
<b>August 2020</b>		
14	SUM II	Session ends.
15	SUM I and II 2021	<a href="#">Course fee request</a> deadline.
18	SUM II	<a href="#">Final grades</a> are due no later than noon. There is no commencement ceremony held in August.

\* A complete withdrawal is defined as withdrawing from all registered classes. A partial withdrawal is defined as withdrawing from one or more registered classes, but not all.

### **Adding classes late**

Approval to add a course after the drop/add period must be obtained from the instructor. A \$100 late fee will be assessed per course if at least one course has not been registered prior to the end of the drop/add period.

### **Drop**

During open registration, students may drop one or more courses for 100% refund and the record of the class will not show on their transcript. Beginning the day after registration closes, students may no longer drop a course. Students now must "withdraw" to officially stop taking a course.

**Partial withdrawal**

A partial withdrawal means withdrawing from one or more courses but NOT the entire schedule. A "W" appears on the transcript for each course withdrawn. A "W" does not affect the grade point average.

**Complete withdrawal**

A complete withdrawal means withdrawing from all courses for the rest of the term. A "W" appears on the transcript for each course withdrawn. A "W" does not affect the grade point average.

**Exception**

If a class does not meet for the first time until after the last day to register then the student has a 24-hour grace period to drop the course for a full 100% refund. After that, a student must withdraw to officially stop taking the course.

**Caution**

Depending on the dates, students may receive a partial refund of tuition; however, even if they have not paid anything, they are still financially responsible for their tuition.