

# Important Dates for Faculty and Staff 2015 – 2016

<i>August 2015</i>	
1	Last day to apply for fall <a href="#">graduation</a>
26	Summer I/Summer II 2016 – Course offerings rolled
31	Summer I/Summer II 2016 available to Deans, Chairs, and Department Academic Schedule Builders to review and edit in Banner.
	<a href="#">One-Stop Convenience Center Begins at 9 a.m.</a>
<i>September 2015</i>	
1	Fall 2015 - Tuition and Fees Due ( <i>note change in due date</i> )
1 - 11	One-Stop Convenience Center
1 – 4	Fall Welcome
3 – 4	Advising Days
7	Labor Day recess – University Closed
8	Fall 2015 – semester begins at 8 a.m.
14	Fall 2015 - registration closes (last day that students can add/drop classes)
	Fall 2015 - Last day to receive 100% refund
15	Fall 2015 – clean-up day. This day is provided for “clean up” work after the official close of the drop/add period. Departments allowing students to make schedule changes such as late add(s) or section changes during this time, must do the entry on Banner.
	Fall 2015 – Census
	Spring 2016 – <a href="#">Textbook Order deadline</a>
	Fall 2016 – <a href="#">Fees Due Deadline</a>
16	Fall 2015 – \$100 Late Add Fee begins (student withdrawals recorded as “W” on transcripts)
17	Fall 2015 - Last day to receive a 90% refund for a complete withdrawal
21	Fall 2015 – Last day to receive 50% refund for a partial withdrawal
27	Fall 2015 – First work grades due
28	Spring 2016 – schedule of course offerings available online through GoWMU for student viewing
<i>October 2015</i>	
2	Fall 2015 – Last day to receive 50% refund for a complete withdrawal
	Summer I/Summer II 2016 – edits due on Banner. Please return any catalog changes to the Registrar’s Office.
5	Summer I/Summer II 2016 – Mass Room Scheduling begins
12	<a href="#">Spring 2016 – registration opens at 8 a.m.</a>
14	Fall 2016 - Course offerings rolled
19	Fall 2016 – schedules available to deans and departments to begin to review and edit in Banner
25	Fall 2015 – <a href="#">Midterm grades due</a>
<i>November 2015</i>	
9	Summer I/Summer II 2016 – Final review available to deans and departments
13	Summer I/Summer II 2016 – Final review edits are due. <b>All <i>signed</i> working reports are due to the Registrar’s Office regardless of changes.</b> Please make edits either on the working report or section change forms.
16	Fall 2015 – last day to withdraw from classes
	Summer I/Summer II 2016 – Final room assignments begin
20	Fall 2016 – edits due on Banner. Please return any catalog changes to the Registrar’s Office.
23	Fall 2016 - mass room scheduling begins
25	Thanksgiving recess begins at noon
28	Fall 2015 – Last day to receive a 25% refund for a complete withdrawal
30	Classes Resume
<i>December 2015</i>	
1	Last day to apply for spring <a href="#">graduation</a>
14 - 18	Fall 2015 – final examination week
19	Fall 2015 – Semester Ends and <a href="#">Commencement</a>
22	Fall 2015 – <a href="#">grades</a> due at noon

<i>January 2016</i>	
7 – 8	Advising Days
9 – 14	<a href="#">One-Stop Convenience Center</a>
11	Spring 2016 – semester begins at 8 a.m.
	Spring 2016 – Tuition and Fees due
	Summer I/Summer II 2016 – <a href="#">Textbook Order Deadline</a>
15	Spring 2016 – registration closes
	Spring 2016 – Last day to receive 100% refund
18	Dr. Martin Luther King Jr. Day recess, convocation and activities
19	Spring 2016 – clean-up day. This day is provided for “clean up” work after the official close of the drop/add period. Departments allowing students to make schedule changes such as late add(s) or section changes during this time, must do the entry on Banner.
	Spring 2016 – Census
	Fall 2016 – Final review available to deans and departments
20	Spring 2016 – \$100 Late Add Fee begins (student withdrawals recorded as “W” on transcripts)
21	Spring 2016 – Last day to receive 90% refund for a complete withdrawal
25	Summer I/Summer II 2016 – schedule of course offerings available online through GoWMU for student viewing
	Spring 2016 – Last day to receive 50% refund for a partial withdrawal
	Fall 2016 – Final review edits are due. <b>All <i>signed working reports</i> are due to the Registrar’s Office regardless of changes.</b> Please make edits either on the working report or section change forms.
26	Fall 2016 – Final Room assignments begin
<i>February 2016</i>	
1	Last day to apply for summer <a href="#">graduation</a>
8	Spring 2016 – Last day to receive 50% refund for a complete withdrawal
	Summer I/Summer II 2016 – registration opens at 8 a.m
12	Fall 2016 – <a href="#">Textbook Order Deadline</a>
14	Spring 2016 – <a href="#">First work grades due</a>
22	Fall 2016 - schedule of course offerings available online through GoWMU for student viewing
<i>March 2016</i>	
4	Spirit Day – no classes
7	Spring 2016 – Last day to receive a 25% refund for a complete withdrawal
7 – 11	Spring Break
13	Spring 2016 – Midterm grades due
14	Classes resume
	Fall 2016 – registration opens at 8 a.m.
21	Spring 2016 – last day to withdraw from classes
<i>April 2016</i>	
18	Spring 2017 – schedules available to deans and departments to begin to review and edit in Banner
25 - 29	Spring 2016 – Final examination week
30	Spring 2016 – Semester Ends and <a href="#">Commencement</a>
<i>May 2016</i>	
3	Spring 2016 – <a href="#">grades due at noon</a>
9	Summer I 2016 – session begins at 8 a.m.
	Summer I 2016 – tuition and Fees due
13	Summer I 2016 – registration closes
	Summer I 2016 – last day to receive 100% refund
16	Summer I 2016 – clean-up day. This day is provided for “clean up” work after the official close of the drop/add period. Departments allowing students to make schedule changes such as late add(s) or section changes during this time, must do the entry on Banner.
	Summer I 2016 – Census
17	Summer I 2016 – \$100 Late Add Fee begins (student withdrawals recorded as “W” on transcripts)
20	Summer I 2016 – Last day to receive 50% refund for a complete withdrawal
27	Spring 2017 – edits due on Banner. Please return any catalog changes to the Registrar’s Office.
30	Memorial Day recess

June 2016	
3	Summer I 2016 – last day to receive a 25% refund for a complete withdrawal
13	Summer I 2016 – last day to withdraw from classes
25	<a href="#">Commencement</a>
29	Summer I 2016 – session ends
30	Summer II 2016 – session begins at 8 a.m.
	Summer II 2016 – Tuition and Fees due
July 2016	
4	Independence Day holiday – no classes
5	Summer I 2016 – <a href="#">grades due at noon</a>
7	Summer II 2016 – registration closes
	Summer II 2016 – Last day to receive 100% refund
8	Summer II 2016 – clean-up day. This day is provided for “clean up” work after the official close of the drop/add period. Departments allowing students to make schedule changes such as late add(s) or section changes during this time, must do the entry on Banner.
	Summer II 2016 – Census
9	Summer II 2016 – \$100 Late Add Fee begins (student withdrawals recorded as “W” on transcripts)
11	Spring 2017 – Final review available to deans and departments
12	Summer II 2016 – Last day to receive a 50% refund for a complete withdrawal
15	Spring 2017 – Final review edits are due. <b>All signed working reports are due to the Registrar’s Office regardless of changes.</b> Please make edits either on the working report or section change forms.
25	Summer II 2016 – Last day to receive a 25% refund for a complete withdrawal
August 2016	
1	Last day to apply for <a href="#">graduation</a>
4	Summer II 2016 – Last day to withdraw from classes
19	Summer II 2016 – session ends
23	Summer II 2016 – <a href="#">grades due at noon</a>

### 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 haven't paid anything, they are still financially responsible for their tuition.