



All dates, times, costs, and policies in this schedule are subject to change, consistent with University policy, without notice to individual students.

Fall 2018 Dates & Deadlines

- This chart is for Rowan University undergraduate and graduate students including Rowan Global, but excluding GSBS, SOM and CMSRU students.
 - As of December, 2017, registration processing for Rowan Global students is once again managed directly by Rowan Global. Contact globalstudent@rowan.edu.
- Registration-related deadline dates are posted by the University Registrar for all the primary Parts of Term each term at least one month before registration for the following term opens.
 - Actual dates are only provided for the "Primary Parts of Term" each term, which are those Parts of Term that are intended for non-medical students and have at least 20 sections, and/or serve more than one student population. The chart below includes all of these deadlines. The chart and other registration information is also available at: www.rowan.edu/registration.
- "Part of Term" is the 5th column in the Rowan Section Tally (http://banner.rowan.edu/reports/reports.pl?task=Section_Tally) and it shows the start and end dates of the session in which the course is placed.
- Part of Term dates determine your registration-related deadlines for the course.

Fall 2018 Registration Dates & Deadlines Chart

Note: If you cannot find your Part of Term identified below, check the Section Tally for start and end dates and refer to both the Drop/Add and Withdrawal policies to calculate proper deadlines.

TERM	Primary Parts of Term (Name in Section Tally)	Name/Length of Session or Part of Term	START DATE for Part of Term	END DATE for Part of Term	Registration Open Dates	Regular Drop/Add Dates** <i>(Drop your class by these dates if you want to have the charges removed. After these dates, you are financially responsible for your courses.)</i>	Late Drop/Add Dates <i>[You will need permission from a University staff member (specifically, the professor for adds) to drop/add during this period.]</i>	Regular Course Withdrawal Dates *** <i>(after Regular Drop/Add and up to the 50% point of the Part of Term in which the course appears)</i>	Late Course Withdrawal Dates *** <i>(after the 50% point and up to the 75% point of the Part of Term in which the course appears)</i>	Hardship Withdrawal & Other Registration Adjustment Dates *** <i>(after the 75% point and up to the end of the Part of Term in which the course appears. Any registration adjustments during this time require a hardship form: https://sites.rowan.edu/academic-affairs/officeofacademicaffairs/registration-adjustment-after-a-deadline/index.html)</i>
FALL 2018	1/Full Term	15-week Session (108 days)	Tuesday 09/04/18	Thursday, 12/20/18	Registration, once open for a particular population, remains open (online 7AM-11PM) for that population (for dropping and adding) until the end of the Regular Drop/Add period, after which, signed drop/add forms must be submitted for manual registration.	Perform online in Self Service (www.rowan.edu/selfservice) 7AM-11PM every day OR manually (if necessary) every weekday with the University Registrar registrar@rowan.edu or Suite 121 Savitz, (M-Th, 8AM-6PM, F: 8AM-4:30 PM) during this period, EXCEPT when the University is officially closed.	Submit completed and signed late drop/add forms (in person or to registrar@rowan.edu) to University Registrar. The Office is also open [Suite 121 Savitz, (M-Th: 8:00-5:30PM, F" 8AM-4:30PM) during this period, EXCEPT when the University is officially closed.	Submit completed and signed course withdrawal forms (in person or to registrar@rowan.edu) to University Registrar for manual processing. The Office is also open [Suite 121 Savitz, M-F, 8AM-4:30PM and until 6PM on Wed.] during this period, EXCEPT when the University is officially closed.	Submit completed and signed course withdrawal forms (in person or to registrar@rowan.edu) to University Registrar for manual processing. The Office is also open [Suite 121 Savitz, M-F, 8AM-4:30PM and until 6PM on Wed.] during this period, EXCEPT when the University is officially closed.	Submit completed and signed Hardship Form ^{^^} (in person or to registrar@rowan.edu) to University Registrar for manual processing. The Office is also open [Suite 121 Savitz, M-F, 8AM-4:30PM and until 6PM on Wed.] during this period, EXCEPT when the University is officially closed. ^{^^} Note: The Hardship Form & process requires students meet one or more of the outlined hardship categories and submit appropriate supporting documentation within the deadlines listed. Hardship requests may also be an option at other points during the term and for other registration activities. See form for details.
	TBD - Module 1 Online	7-8-week Session (56 days)	Tuesday 08/28/18	Monday, 10/22/18	03/20/18 * <i>for all graduate students, and for undergraduates according to classifications</i>	09/04/18 [^] -09/10/18 <i>[^]and earlier/when registration opens</i>	09/11/18-09/17/18	09/11/18-10/29/18 <i>(The above allows two extra days due to the weekend.)</i>	10/30/18-11/26/18 <i>(The above allows two extra days due to the holiday and weekend.)</i>	11/27/18-12/20/18
	TBD - Module 2 Online	7-8-week Session (56 days)	Tuesday 10/23/18	Monday, 12/17/18	03/20/18 * <i>for all graduate students, and for undergraduates according to classifications</i>	10/23/18-10/29/18 <i>[^]and earlier/when registration opens</i>	10/30/18-11/05/18	10/30/18-11/19/18	11/20/18-12/03/18	12/04/18-12/17/18

Contact registrar@rowan.edu or 856-256-4360 with any questions.

^{*}Priority registration for undergraduates opens up at 7AM the day before regular registration unless otherwise notified. Questions? Contact your Coordinator/Advisor.

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Fall 2018 Important Registration-related Calendar Dates

- **Start and end dates for the Primary Parts of Term are in red text. See the Registration Dates & Deadlines Chart for specific drop/add, withdrawal, and hardship dates.**
 - Other registration-related dates are in blue text.
- For Bursar/payment due dates, visit: www.rowan.edu/bursar.
 - It is the student's responsibility to check their online account (www.rowan.edu/selfservice) and pay when due (or at the time of registration if registering after the due date for the term).
 - Students are NOT always automatically dropped for non-payment. If you do not drop yourself from a course(s), you WILL be responsible for payment, even if you do not attend the course.
 - Therefore, if you decide you no longer need or want a course, you **MUST drop it yourself within the appropriate drop/add deadlines that are listed within this document.** If you do not drop within these deadlines, you will be academically and financially responsible for the course. In addition, those who do not drop and do not pay by the proper due date may have a hold assigned to their account which will prohibit all registration, transcript, and grade services until the hold is cleared/payment is made.
- For detailed graduation application dates and deadlines, visit: www.rowan.edu/registrar under "Graduation Information."

DATES	ITEM DESCRIPTION
Jan., Feb., Mar., April	See your Academic Advisor with any questions you might have regarding registration/courses. Confirm you have met all prerequisites and don't have any holds on your account.
January, 15, 2018	Martin Luther King Jr. Holiday (no in-person classes but online classes continue to run – University offices closed.)
February 19, 2018	Summer 2018 Registration opens for ALL students regardless of level (undergrad/grad), student classifications (senior/frosh), in-state-out-of-state, or matric/non-matric. Registration remains open for add/drops, etc. through to the end of the drop/add period for each Summer Part of Term. [Please see the "Summer 2018 Registration Dates & Deadlines" (www.rowan.edu/registrar) for specific registration adjustment dates.] Summer registration is managed by Rowan Global. Please email: globalstudent@rowan.edu .
March 20, 2018	<p>Fall 2018 Registration opens – according to registration level (undergrad, grad) and the other information listed below.</p> <p>Update about new registration interface: Effective February 1, 2018, the Banner Self Service Student interface (www.rowan.edu/selfservice) will change to an updated version. This updated registration module is the first part of a larger upgrade that will make Banner more intuitive and user-friendly. The basic process and timing for registration is not changing, only the interface you use online when you register yourself in Banner Self Service will be slightly different. (Instructions about how to use the new interface will sent to all active non-medical students before the end of January.)</p> <p>Undergraduate registration: Undergraduate registration opens according to student classifications and the registration schedule below.</p> <ul style="list-style-type: none"> • Once it opens for your particular student classification, registration remains open until the end of the drop/add period for the session in which the course(s) appears. • Priority registration for undergraduates opens up at 7AM <u>the day before</u> regular registration regardless of student classification. • Registration, once open, remains open for online registration adjustments (add/drops, etc.), through Regular Drop/Add. • Please see the "Fall 2018 Registration Dates & Deadlines Chart" for specific registration adjustment dates (the first page of this document). • Non-matriculated students register starting Monday, April 16, 2018. <p><u>Registration Schedule for Undergraduate Student Classifications</u></p> <ul style="list-style-type: none"> • Tuesday, March 20 - Sunday, March 25, 2018:.....All Seniors (90 credits and above) • Monday, March 26 – Sunday, April 1, 2018:.....All Juniors, (58-89.99 credits) and Seniors • Monday, April 2 – Sunday, April 8, 2018:.....All Sophomores, (24-57.99 credits), Juniors, and Seniors • Monday, April 9 – Sunday, April 15, 2018:.....All Freshmen, (0-23.99 credits), Sophomores, Juniors, Seniors, and others <p><i>Note about student classification hours: When performing future registration, the system assumes you have earned all credits for the current semester in courses you are currently attending. Ex. 110 earned hours + 15 enrolled = 125 total hours</i></p> <p>Graduate registration: All Graduate students (matriculated and non-matriculated) may register beginning 03/20/18 and throughout the entire registration period up to the end of Regular Drop/Add.</p> <p>REGISTRATION IS OPEN ONLINE EVERY DAY BUT ONLY BETWEEN 7AM-11PM.</p> <p>Note: The Office of the University Registrar will have extended registration hours during certain drop/add periods. See "Office Hours" at: www.rowan.edu/registrar. For Rowan Global students, please visit www.rowanu.com for Rowan Global office hours.</p>
April 16, 2018	Fall 2018 Registration opens for non-matriculated undergraduate students. (Graduate non-matrics may begin registration as early as 03/20/18.)

Fall 2018 Important Registration-related Calendar Dates Continued

DATES	ITEM DESCRIPTION
May 01, 2018	Summer 2018 Term begins (See the “Summer 2018 Registration Dates & Deadlines” for detailed dates and email globalstudent@rowan.edu with registration-related questions.)
May 28, 2018	Memorial Day (no in-person classes but online classes continue to run – University offices closed.)
July 4, 2018	Independence Day (no in-person classes but online classes continue to run – University offices closed.)
Mid-Late August, 2018	Fall 2018 graduation applications open. Check www.rowan.edu/registrar under the “Graduation Information” link for exact dates and details.
August 20, 2018	Summer 2018 Term ends (See the “Summer 2018 Registration Dates & Deadlines” for detailed dates and email globalstudent@rowan.edu with registration-related questions.)
August 28, 2018	Fall 2018 Module 1, 7-8-week online Part of Term courses begin
September 03, 2018	Labor Day (no in-person classes but online classes continue to run – University offices closed.)
September 04, 2018	Fall 2018 Full-term, 15-week Part of Term courses begin
September 05, 2018	Class verifications begin/due for Fall 2018 Module 1, 7-8-week online Part of Term courses (Deadline dates are vital because they directly affect student financial aid.)
September 05, 2018	End-of-term processing performed by Registrar for Summer 2018 (final processing of all grades, repeat process, cumulative GPA calculation, etc.)
September 11, 2018	Class verifications begin/due for Fall 2018 Full Term, 15-week Part of Term courses (Deadline dates are vital because they directly affect student financial aid.)
Early October, 2018	Fall 2018 graduation applications close. Check www.rowan.edu/registrar under the “Graduation Information” link for exact dates and details.
October 22, 2018	Fall 2018 Module 1, 7-8-week online Part of Term courses end
October 23, 2018	Fall 2018 Module 2, 7-8-week online Part of Term courses begin
October 29, 2018	Grades due for Fall 2018 Module 1, 7-8-week online Part of Term courses
October 30, 2018	Class verifications begin/due for Fall 2018 Module 2, 7-8-week online Part of Term courses (Deadline dates are vital because they directly affect student financial aid.)
November 22 – November 24, 2018	Thanksgiving Recess (no in-person classes but online classes continue to run – University offices closed on Thursday, Saturday, and Sunday only.)
December 12, 2018	Fall 2018 Last Day of Classes
December 13, 2018	Fall 2018 Reading & Review Day (No classes, but University Offices open.)
December 14-December 20, 2018	Fall 2018 Final Exam Week (includes Saturday, December 15 but not Sunday, December 16)
December 17, 2018	Fall 2018 Module 2, 7-8-week online Part of Term courses end
December 20, 2018	Fall 2018 Full-term, 15-week Part of Term courses end
December 24, 2018	Grades due for Fall 2018 Module 2, 7-8-week online Part of Term courses
December 31, 2018	Grades due for Fall 2018 Full Term, 15-week Part of Term courses (Extension days are included.)
January 9, 2019	End-of-term processing performed by Registrar for Fall 2018 (final processing of all grades, repeat process, cumulative GPA calculation, etc.) [Any grades (including final grades for incompletes) for graduating students that have not been submitted by the day before this date, will not be processed properly, and <u>will delay</u> degrees for affected students. Instructors, please submit your grades by the posted deadline.]

About “Late-start Courses”

“**Late-start**” Courses: Most courses that fall within a term but begin after the start of the full term (“**Late-start**” courses) have registration open at the same time as the full term dates. Online adding and dropping for Late-start courses is usually possible during this time and up through the end of the Regular Drop/Add period for the full term. After that, registration usually remains open for a late-start course until the Regular Drop/Add period for the Part of Term in which the particular course appears; however, online adding and dropping is no longer possible.

About “Late-start Courses” Continued:

- To add or drop a "late-start" course, simply email registrar@rowan.edu including your name, Rowan ID, along with the CRN, title and term for the course – stating that this is a “late-start” course and requesting registration/dropping/adding. As long as you are within appropriate deadlines,* the Office of the University Registrar will manually process the request on your behalf and send you a confirmation email, copying the Financial Aid Office as well, since late-start drops/add could affect your aid.
 - **NOTE: Rowan Global students in late-start courses should instead reach out to globalstudent@rowan.edu for their registration needs.**
- ***Note about deadlines:** As long as registration is officially open (according to Part of Term and drop/add policy for the late-start course in question), only the student signature is required for processing, both adding and dropping is still permitted, and tuition and fee cancellations (if applicable) are processed. After those dates, a fully-signed Late Drop/Add Form with all appropriate approvals/signatures is required for processing.

Fall 2018 Class List Verifications & Grade Due Dates for Instructors

Due dates for class verifications and grades are associated with the length of your course and the official Part of Term in which it falls.

Note: End-of-term processing (official repeat course process, GPA calculation and any degree conferrals) are not possible for students until all grades are officially submitted, so these deadlines are very important.

TERM	Primary Parts of Term (Session code/Part of Term Name in Section Tally)	Name/Length of Session or Part of Term	START DATE for Part of Term	END DATE for Part of Term	Class verifications by instructor due: <i>Instructors are required to perform class list verifications for each and every one of their sections throughout the term. Official deadline dates for the full term include a short grace period and are usually shared via the Rowan Announcer, but the general rule is that verifications should take place right after Drop/Add for the Part of Term in which the course appears. Instructions and tips for class verifications can be found under the “Faculty & Staff” link at www.rowan.edu/registrar. If you need to update a class verification and run into any problems, please email registrar-records@rowan.edu for assistance.</i>	Final grades entered by instructor due: <i>Instructors are required to submit their final grades for each and every one of their classes throughout the term. Official deadline dates are usually shared via the Rowan Announcer at least once a term for the full term due date, but the general rule is that grades are due within five (5) business days after the end of the Part of Term in which the course appears. Instructions and tips for entering final grades can be found under the “Faculty & Staff” link at www.rowan.edu/registrar. If you need to update a grade and run into any problems, please email registrar-records@rowan.edu for assistance.</i>
FALL 2018	1/Full Term	15-week Session (108 days)	Tuesday, 09/04/18	Thursday, 12/20/18	09/11/18	12/31/18 (Extension days are included in the above.)
	M10/CGCE Module 1 Online	7-8-week Session (56 days)	Tuesday, 08/28/18	Monday, 10/22/18	09/05/18	10/29/18
	M40/CGCE Module 2 Online	7-8-week Session (56 days)	Tuesday, 10/23/18	Monday, 12/17/18	10/30/18	12/24/18

ADDITIONAL INFORMATION TO KNOW ABOUT FALL 2018 REGISTRATION

(For details about any policies below, please consult the Office of the University Registrar website at: www.rowan.edu/registrar.)

*Priority Registration

Priority registration for undergraduates opens up at 7AM the day before regular registration unless otherwise notified. (Registration closed each day at 11PM.) Please contact your Coordinator/Advisor to determine if you are in a priority registration group instructions as to how and when you should access Fall 2018 registration. There is no priority registration for Winter or Summer terms.

**Regular Drop/Add Period Policy

Drop/Add dates are associated with the length of your course and the official Part of Term in which it falls. (See the Registration Dates & Deadlines for specific drop/add and withdrawal dates.)

- **About Drop/Add:** Students are able to drop and/or add courses to their schedule on their own, 7 days a week, 7AM-11PM online through Self Service (www.rowan.edu/selfservice) as soon as registration opens for that particular Part of Term and all the way through to the end of the Regular Drop/Add period for the Part of Term in which the course appears. . **After that date, signed forms/emails and manual adjustments are required and should be sent to the Registrar at registrar@rowan.edu or, for Rowan Global students, to Rowan Global at globalstudent@rowan.edu.**

**Regular Drop/Add Period Policy Chart

Length of Part of Term in which the course appears	REGULAR DROP/ADD DEADLINES	LATE DROP/ADD DEADLINES
3 weeks or shorter	the first 2 business days of the session/Part of Term in which the course appears	the 2 business days after the Regular Drop/Add deadline for the session/Part of Term in which the course appears
over 3 weeks and up to and including 6 weeks	the first 3 business days of the session/Part of Term in which the course appears	the 3 business days after the Regular Drop/Add deadline for the session/Part of Term in which the course appears
over 6 weeks and up to the full term (12-16 weeks)	the first 5 business days of the session/Part of Term in which the course appears	the 5 business days after the Regular Drop/Add deadline for the session/Part of Term in which the course appears

- **Drop/Add & Costs and Transcripts:**

- **Drop/Add *within* deadlines:** Dropping or adding a course means the course will be removed (drop) or added (add) to your official transcript. If officially dropped, tuition and fees associated with the course are cancelled, unless the flat rate is unaffected. If officially added, tuition and fees associated with the course are added to your account, and would need to be paid within appropriate Bursar deadlines. For details regarding payment or any refunds due connected to an official drop and/or add, please review your online account (www.rowan.edu/selfservice) and contact the Bursar's Office directly (bursar@rowan.edu) with any questions.
- **Drop/Add *after* deadlines:** With the exception of the Special Drop/Add Option below, any Drops/Add after the official deadline can only be performed with a fully-signed Late Drop/Add Form being submitted to the Office of the University Registrar. These are only acceptable during the Late Drop/Add period for the Part of Term in which the course appears. If accompanied by a fully-signed form, these drops/adds will be processed (as far as costs and transcripts) as if they occurred within the official deadline.
 - **It is not possible to drop/add a course after the Late Drop/Add deadline.** Students must either withdraw from the course (if necessary) or pursue a hardship request to drop/add - using a Hardship Form and submitting documentation to support that request. In cases where a student withdraws from a course, the course remains on the transcript and the student is still responsible for all associated tuition and fees. Withdrawals can also affect your financial aid and count toward the number of times you are able to repeat the course. Please consult with your instructor/advisor carefully to determine the best option for you after the Drop/Add period has passed.

- **Special Drop/Add Option for courses meeting *after* Regular Drop/Add:** If a course meets for the first time after the Regular Drop/Add period for the Part of Term in which the course is placed (which can sometimes happen due to weather and/or holidays), the Office of the University Registrar has a special Drop/Add option and will honor Drop/Add requests received from the student (in person, via email) for up to two business days after the first course meeting, and will process them (as far as costs and transcripts) as if they occurred within the official deadline. This special Drop/Add option applies **ONLY** to courses that fall into the same category - those that have met for the first time after the Regular Drop/Add period.

***Withdrawal & Hardship Registration Adjustment Information

- Registration in a Rowan University course implies the student's obligation to complete the course requirements. **Non-attendance does not constitute a drop or withdraw.** The student is financially and academically responsible for the timely and appropriate completion of any registration adjustment procedures. If a student is not able to complete a course after any applicable Drop/Add periods for the particular course have passed, a course withdrawal or hardship registration adjustment may be an option. [Consult the Course Withdrawal Form or the Hardship Registration Adjustment Request Form on the Registrar website (www.rowan.edu/registrar) under "Registrar Forms" for policy and process summaries and instructions.]
 - **All-enrollment withdrawals and all Hardship Forms are processed by the Office of the University Registrar and not Rowan Global, regardless of student type or term.**
- **Costs and Transcripts:** In cases where a student withdraws from a course, the course remains on the transcript and the student is still responsible for all associated tuition and fees for the course(s) in question. Withdrawals can also affect your financial aid and count toward the number of times you are able to repeat the course. You are strongly urged to meet with your Instructor and/or Advisor as well as Financial Aid (if applicable), before withdrawing to discuss any other options that may be available to you at that time.
- **None of the withdrawal codes affect the Rowan GPA.**
- **Neither withdrawals nor hardship registration adjustments can be performed via Self Service.** The Office of the University Registrar will accept the forms in person or scanned and emailed to registrar@rowan.edu. (We will also accept required signatures emailed to registrar@rowan.edu as long as the required information from the form – including student ID, CRN, and term – are clearly identified, and that they are sent from official Rowan email addresses.) The date recorded for the withdrawal will be the date the form is determined complete per the University Registrar.