



DATES & DEADLINES ♦ REGISTRATION-RELATED DATES FALL 2020 *REVISED 11/19/20

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

Fall 2020 Dates & Deadlines for Rowan University undergraduate and graduate students including Rowan Global, but excluding GSBS, SOM and CMSRU students.

- **Graduate Students:** if you have a question that is not addressed here, contact Rowan Global Learning and Partnerships at globalstudent@rowan.edu.
- Registration-related deadline dates are posted by the University Registrar for all the primary Parts of Term each term.
 - "Primary Parts of Term" 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.
- "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.**

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 regular and late drop 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>	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 request: https://sites.rowan.edu/academic-affairs/officeofacademicaffairs/registration-adjustment-after-a-deadline/index.html)</i>
FALL 2020					<i>Registration, once open for your population, remains open for that population until the end of the Regular Drop/Add period.</i>	<i>Perform online in Self Service (www.rowan.edu/selfservice) every day OR manually (if necessary every weekday with the University Registrar registrar@rowan.edu or Suite 121 Savitz, M-F, 8AM-4:30PM.)</i>	<i>Submit completed and signed late drop/add forms (in person or to registrar@rowan.edu) to University Registrar. The Office is open [Suite 121 Savitz, M-F, 8AM-4:30PM].</i>	<i>Submit completed and signed course withdrawal forms (in person or to registrar@rowan.edu) to University Registrar. The Office is open [Suite 121 Savitz], M-F, 8AM-4:30PM</i>	<i>Submit completed and signed course withdrawal forms (in person or to registrar@rowan.edu) to University Registrar. The Office is open [Suite 121 Savitz], M-F, 8AM-4:30PM</i>	<i>^^Note: The RAAD/Hardship 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 site for details.</i>
	1/Full Term	15-week Session (108 days)	Tuesday 09/01/20	Thursday, 12/17/20	03/31/20 * <i>for all graduate students, and for undergraduates according to classifications</i>	09/01/20-09/08/20	09/09/20-09/14/20	09/15/20-10/26/20	10/27/20-12/02/20	12/03/20-12/17/20
	M10 - Module 1 Online	7-8-week Session (56 days)	Tuesday 09/01/20	Monday, 10/26/20	03/31/20 * <i>for all graduate students, and for undergraduates according to classifications</i>	09/01/20-09/08/20	09/09/20-09/14/20	09/15/20-09/29/20	09/30/20-10/13/20	10/14/20-10/26/20
	M20 - Module 2 Online	7-8-week Session (56 days)	Tuesday 10/27/20	Monday, 12/21/20	03/31/20 * <i>for all graduate students, and for undergraduates according to classifications</i>	10/27/20-11/02/20	11/03/20-11/09/20	11/10/20-11/23/20	11/24/20-12/07/20	12/08/20-12/21/20
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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- **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.

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 each part of term in which the class begins.

- **To add or drop a "late-start" course after online registration has closed for the full term**, simply log on the Self Service to register. As long as you are within appropriate deadlines, online registration works exactly the same as during regular registration periods. Late-start drops/add could affect your aid; check with the Financial Aid office if you have questions.

Fall 2020 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.*
- *For graduation application dates and deadlines, visit: https://sites.rowan.edu/registrar/_docs/graduation-master-handout-8317.pdf#GradAppDead.*

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.
February 18, 2020	Summer 2020 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.
March 31, 2020	<p>Fall 2020 Registration opens – according to registration level (undergrad, grad) and the other information listed below.</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. • Non-matriculated students register starting Monday, April 27, 2020. <p><u>Registration Schedule for Undergraduate Student Classifications</u></p> <ul style="list-style-type: none"> • Tuesday, March 31 - Sunday, April 5, 2020:.....All Seniors (90 credits and above) • Monday, April 6 – Sunday, April 12, 2020:.....All Juniors, (58-89.99 credits) and Seniors • Monday, April 13 – Sunday, April 19, 2020:.....All Sophomores, (24-57.99 credits), Juniors, and Seniors • Monday, April 20 – Sunday, April 26, 2020:.....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 03/31/20 and throughout the entire registration period up to the end of Regular Drop/Add.</p> <p>REGISTRATION IS OPEN ONLINE EVERY DAY.</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>

Fall 2020 Important Registration-related Calendar Dates Continued

DATES	ITEM DESCRIPTION
April 27, 2020	Fall 2020 Registration opens for non-matriculated undergraduate students. (Graduate non-matrics may begin registration as early as 03/31/20.)
Mid-Late August, 2020	Fall 2020 graduation applications open. Check www.rowan.edu/registrar under the “Graduation Information” link for exact dates and details.
September 1, 2020	Fall 2020 Module 1, 7-8-week online Part of Term courses begin
September 1, 20120	Fall 2020 Full-term, 15-week Part of Term courses begin
September 7, 2020	Labor Day (no in-person classes but online classes continue to run – University offices closed.)
September 15, 2020	Class verifications begin/due for Fall 2020 Module 1, 7-8-week online Part of Term courses (Deadline dates are vital because they directly affect student financial aid.)
September 15, 2020	Class verifications begin/due for Fall 2020 Full Term, 15-week Part of Term courses (Deadline dates are vital because they directly affect student financial aid.)
Early October, 2020	Fall 2020 graduation applications close. Check www.rowan.edu/registrar under the “Graduation Information” link for exact dates and details.
October 26, 2020	Fall 2020 Module 1, 7-8-week online Part of Term courses end
October 27, 2020	Fall 2020 Module 2, 7-8-week online Part of Term courses begin
November 3, 2020	Grades due for Fall 2020 Module 1, 7-8-week online Part of Term courses
November 10, 2020	Class verifications begin/due for Fall 2020 Module 2, 7-8-week online Part of Term courses (Deadline dates are vital because they directly affect student financial aid.)
November 26 – November 28, 2020	Thanksgiving Recess (no in-person classes but online classes continue to run – University offices closed on Thursday, Saturday, and Sunday only.)
December 9, 2020	Fall 2020 Last Day of Full-Term Classes
December 10, 2020	Fall 2020 Reading & Review Day (No classes, but University Offices open.)
December 11-December 17, 2020	Fall 2020 Final Exam Week (includes Saturday, December 12 but not Sunday, December 13)
December 17, 2020	Fall 2020 Full-term, 15-week Part of Term courses end
December 21, 2020	Fall 2020 Module 2, 7-8-week online Part of Term courses end
December 28, 2020	Grades due for Fall 2020 Full Term, 15-week Part of Term courses (Extension days are included.)
December 30, 2020	Grades due for Fall 2020 Module 2, 7-8-week online Part of Term courses
January 8, 2021	End-of-term processing performed by Registrar for Fall 2020 (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 will delay degrees for affected students. Instructors, please submit your grades by the posted deadline.]

Fall 2020 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 <u>each and every one of their sections</u> 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 2020	1/Full Term	15-week Session (108 days)	Tuesday, 09/01/20	Thursday, 12/17/20	09/15/20	12/28/20 (Extension days are included in the above.)
	M10/CGCE Module 1 Online	7-8-week Session (56 days)	Tuesday, 09/01/20	Monday, 10/26/20	09/15/20	11/03/20
	M40/CGCE Module 2 Online	7-8-week Session (56 days)	Tuesday, 10/27/20	Monday, 12/21/20	11/10/20	12/30/20

ADDITIONAL INFORMATION TO KNOW ABOUT FALL 2020 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. Please contact your Coordinator/Advisor to determine if you are in a priority registration group and for instructions as to how and when you should access Fall 2020 registration.

**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.)

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

About Drop/Add: Students are able to drop and/or add courses to their schedule on their own, 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 must be submitted to the Registrar in-person or at registrar@rowan.edu. Graduate Students may also contact Rowan Global, at globalstudent@rowan.edu.**

- **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. 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:** Any Drops/Add after the official deadline can only be performed with a fully-signed Late Drop/Add Form 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.** After the deadline, students can withdraw from the course (if necessary) using the Course Withdrawal Form. 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.
- 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.]
- **None of the withdrawal codes affect the Rowan GPA.**