



DATES & DEADLINES ♦ REGISTRATION-RELATED DATES SPRING 2021 *REVISED 02/01/21

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

Spring 2021 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. 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.**

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)	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 all drop/add dates, you are financially responsible for your courses.)</i>	Late Drop/Add Dates <i>Professor approval required to add a class during this period. Drops may be performed online with no permissions. After all drop/add dates, you are financially responsible for your courses.</i>	Regular Course Withdrawal Dates *** <i>(after Regular Drop/Add and up to the 75% point of the Part of Term in which the course appears)</i>	Retroactive 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)</i> <i>Any registration adjustments during this time require an Exception request to the Dean of Students' office, deanofstudents@rowan.edu</i>
SPRING 2021					Registration, once open for your population, remains open for that population <u>until the end of the Regular Drop/Add period.</u>	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).	Submit completed and signed late add forms (in person or to registrar@rowan.edu) to University Registrar. The Office is open [Suite 121 Savitz, M-F, 8AM-4:30PM.	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.	**Note: This process requires students meet one or more hardship categories and submit appropriate supporting documentation.
	1/Full Term	15-week Session (103 days)	Mon, 01/25/21	Fri, 5/07/21	11/04/20 * <i>for all graduate students; undergraduate students according to classifications</i>	01/25/21-02/01/21 <i>^and earlier/when registration opens</i>	02/02/21-02/08/21	02/09/21-04/12/21	04/13/21-05/07/21
	M30 Module 3 Online	8-week Session (56 days)	Tue, 01/19/21	Mon, 03/15/21	11/04/20 * <i>for all graduate students; undergraduate students according to classifications</i>	01/19/21-01/25/21	01/26/21-02/08/21 Drops Only <i>No Adds of courses running in this module permitted. Add full term or late start only.</i>	02/09/21-03/02/21	03/03/21-03/15/21
	M40 Module 4 Online	8-week Session (56 days)	Tue, 03/16/21	Mon, 05/10/21	11/04/20 * <i>for all graduate students; undergraduate students according to classifications</i>	03/16/21-03/22/21	03/23/21-03/29/21	03/30/21-04/26/21	04/27/21-05/10/21

***Priority registration** for undergraduates opens up at 7AM on NOVEMBER 2. Questions? Contact your Coordinator/Advisor.

- **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 the full term. After that, registration usually is permitted for a late-start course until the Regular Drop/Add period for the Part of Term in which the particular course appears..

Spring 2021 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
Sept., Oct., Nov. 2020	See your Academic Advisor with any questions you might have regarding Winter or Spring 2021 registration/courses. Make sure you have met all prerequisites and you don't have any holds on your account.
October 13, 2020	Winter 2020-2021 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 Winter Part of Term. (Please see the “Winter '20-'21 Registration Dates & Deadlines” for specific registration adjustment dates.)
November 4, 2020	<p>Spring 2021 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 – unless notified otherwise. Check with your Coordinator. • Registration, once open, remains open for online registration adjustments (add/drops, etc.) through Regular Drop/Add. • Please see the “Spring 2021 Registration Dates & Deadlines Chart” for specific registration adjustment dates. (The first page of this document.) • Non-matriculated students register starting Monday, November 30, 2020. <p><u>Registration Schedule for Undergraduate Student Classifications</u></p> <ul style="list-style-type: none"> • Wednesday, November 4 - Sunday, November 8, 2020:.....All Seniors (90 credits and above) • Monday, November 9 – Sunday, November 15, 2020:.....All Juniors, (58-89.99 credits) and Seniors • Monday, November 16 – Sunday, November 22, 2020:.....All Sophomores, (24-57.99 credits), Juniors, and Seniors • Monday, November 23 – Sunday, November 29, 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>

DATES	ITEM DESCRIPTION
	<p>Graduate registration: All Graduate students (matriculated and non-matriculated) may register beginning 11/04/20 and throughout the entire registration period up to the end of Regular drop/add.</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>
November 30, 2020	Spring 2021 Registration opens for non-matriculated undergraduate students. (Graduate non-matrics may begin registration as early as 11/04/20.)
December, 2020-January 2021	<p>Spring 2021 bills will be viewable and PAYMENT DUE during this period. Please check the Bursar website (www.rowan.edu/bursar) for costs, deferred payment plans, and due dates related to Spring 2021 tuition and fees. (No bills are mailed.)</p> <ul style="list-style-type: none"> ○ 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.

Spring 2021 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 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 classes</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 ever need to update a class verification and run into any problems, please email registrar@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 ever need to update a class verification and run into any problems, please email registrar@rowan.edu for assistance.</i>
SPRING 2021	1/Full Term	15-week Session (103 days)	Mon, 01/25/21	Fri, 5/07/21	02/09/21	05/17/21
	M30 Module 3 Online	8-week Session (56 days)	Tue, 01/19/21	Mon, 03/15/21	02/09/21	03/23/21
	M40 Module 4 Online	8-week Session (56 days)	Tue, 03/16/21	Mon, 05/10/21	03/30/21	05/18/21

ADDITIONAL INFORMATION TO KNOW ABOUT SPRING 2021 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 Spring 2021 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.**

