



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

### Spring 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](mailto: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](http://www.rowan.edu/registration).
- "Part of Term" is the 5<sup>th</sup> column in the Rowan Section Tally ([http://banner.rowan.edu/reports/reports.pl?task=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.

### Spring 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: <a href="https://sites.rowan.edu/registrar/docs/hardship-registration-adjustment.pdf">https://sites.rowan.edu/registrar/docs/hardship-registration-adjustment.pdf</a>)</i>
<b>SPRING 2018</b>					Registration, once open for a particular population, remains open (online 7AM-11PM) for that population (for dropping and adding) <u>until the end of the Regular Drop/Add period</u> , after which, signed drop/add forms must be submitted for manual registration.	Perform online in Self Service ( <a href="http://www.rowan.edu/selfservice">www.rowan.edu/selfservice</a> ) 7AM-11PM every day OR manually (if necessary) every weekday with the University Registrar [ <a href="mailto:registrar@rowan.edu">registrar@rowan.edu</a> or Suite 121 Savitz, (M-F, 8AM-6PM)] during this period, EXCEPT when the University is officially closed.	Submit completed and signed late drop/add forms (in person or to <a href="mailto:registrar@rowan.edu">registrar@rowan.edu</a> ) to University Registrar. The Office is also open [Suite 121 Savitz, (M: 7:30AM-5PM, T, R, F: 8AM-5PM, & W: 8AM-6PM)] during this period, EXCEPT when the University is officially closed.	Submit completed and signed course withdrawal forms (in person or to <a href="mailto:registrar@rowan.edu">registrar@rowan.edu</a> ) 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 <a href="mailto:registrar@rowan.edu">registrar@rowan.edu</a> ) 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 <a href="mailto:registrar@rowan.edu">registrar@rowan.edu</a> ) 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.
	1/Full Term	15-week Session (102 days)	Tuesday 01/16/18	Saturday, 5/05/18	<b>10/17/17 *</b> <i>for all graduate students &amp; otherwise, according to undergraduate student classifications</i>	<b>01/16/18^-01/22/18</b> <i>^and earlier/when registration opens</i>	<b>01/23/18-01/29/18</b>	<b>01/23/18-03/07/18</b>	<b>03/08/18-04/09/18</b> <i>(The above allows extra days for Spring Break.)</i>	<b>04/10/18-05/05/18</b>
	M30/CGCE Module 3 Online	7-8-week Session (54 days)	Tuesday 01/02/18	Monday, 02/26/18	<b>10/17/17 *</b> <i>for all graduate students &amp; otherwise, according to undergraduate student classifications</i>	<b>01/02/18-01/08/18</b> <i>^and earlier/when registration opens</i>	<b>01/09/18-01/16/18</b> <i>(An extra day is provided for the 01/15/18 holiday.)</i>	<b>01/09/18-01/29/18</b>	<b>01/30/18-02/12/18</b> <i>(The above allows one extra day due to the weekend.)</i>	<b>02/13/18-02/26/18</b>
	M40/CGCE Module 4 Online	7-8-week Session (48 days)	Tuesday 02/27/18	Monday, 04/23/18	<b>10/17/17 *</b> <i>for all graduate students &amp; otherwise, according to undergraduate student classifications</i>	<b>02/27/18-03/05/18</b> <i>^and earlier/when registration opens</i>	<b>03/06/18-03/12/18</b> <i>(The above includes activity during Spring Break.)</i>	<b>03/06/18-03/30/18</b> <i>(The above allows extra days for Spring Break.)</i>	<b>03/31/18-04/11/18</b> <i>(The above allows extra days for Spring Break.)</i>	<b>04/12/18-04/23/18</b>
<b>Contact <a href="mailto:registrar@rowan.edu">registrar@rowan.edu</a> or 856-256-4360 with any question</b>										

\*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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## Spring 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](http://www.rowan.edu/bursar).
- For graduation application dates and deadlines, visit: [https://sites.rowan.edu/registrar/\\_docs/graduation-master-handout-8317.pdf#GradAppDead](https://sites.rowan.edu/registrar/_docs/graduation-master-handout-8317.pdf#GradAppDead).

DATES	ITEM DESCRIPTION
Sept., Oct., Nov. 2017	See your Academic Advisor with any questions you might have regarding Winter or Spring 2018 registration/courses. Make sure you have met all prerequisites and you don't have any holds on your account.
October 17* 2017	<b>Winter 2017-2018 Registration opens</b> 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 '17-'18 Registration Dates & Deadlines" for specific registration adjustment dates.)
October 17* 2017	<p><b>Spring 2018 Registration opens – according to registration level (undergrad, grad) and the other information listed below.</b></p> <p><b>Undergraduate registration:</b> Undergraduate registration opens according to student classifications and the registration schedule below.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Priority registration for undergraduates opens up at 7AM <u>the day before</u> regular registration regardless of student classification – unless other notified. Check with your Coordinator.</li> <li>• Registration, once open, remains open for online registration adjustments (add/drops, etc.) through Regular Drop/Add.</li> <li>• Please see the "Spring 2018 Registration Dates &amp; Deadlines Chart" for specific registration adjustment dates. (The first page of this document.)</li> <li>• <b>Non-matriculated students register starting Monday, November 13, 2017.</b></li> </ul> <p><u>Registration Schedule for Undergraduate Student Classifications</u></p> <ul style="list-style-type: none"> <li>• Tuesday, October 17 - Sunday, October 22, 2017:.....All Seniors (90 credits and above)</li> <li>• Monday, October 23 – Sunday, October 29, 2017:.....All Juniors, (58-89.99 credits) and Seniors</li> <li>• Monday, October 30 – Sunday, November 5, 2017:.....All Sophomores, (24-57.99 credits), Juniors, and Seniors</li> <li>• Monday, November 6 – Sunday, November 12, 2017:.....All Freshmen, (0-23.99 credits), Sophomores, Juniors, Seniors, and others</li> </ul> <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><b>Graduate registration:</b> All Graduate students (matriculated and non-matriculated) may register beginning 10/17/17 and throughout the entire registration period up to the end of Regular drop/add.</p> <p><b>Note: The Office of the University Registrar will have extended registration hours during certain drop/add periods. See "Office Hours" at: <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a>. For Rowan Global students, please visit <a href="http://www.rowanu.com">www.rowanu.com</a> for Rowan Global office hours.</b></p>
November 13, 2017	<b>Spring 2018 Registration opens for non-matriculated undergraduate students.</b> (Graduate non-matrics may begin registration as early as 10/17/17.)
December, 2017-January 2018	<p><b>Spring 2018 bills will be viewable and PAYMENT DUE during this period.</b> Please check the Bursar website (<a href="http://www.rowan.edu/bursar">www.rowan.edu/bursar</a>) for costs, deferred payment plans, and due dates related to Spring 2018 tuition and fees. (No bills are mailed.)</p> <ul style="list-style-type: none"> <li>○ It is the student's responsibility to check their online account (<a href="http://www.rowan.edu/selfservice">www.rowan.edu/selfservice</a>) and pay when due (or at the time of registration if registering after the due date for the term).</li> <li>○ 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.</li> <li>○ Therefore, if you decide you no longer need or want a course, you <b>MUST drop it yourself within the appropriate drop/add deadlines that are listed within this document.</b> 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.</li> </ul>

## Spring 2018 Important Registration-related Calendar Dates Continued

DATES	ITEM DESCRIPTION
January 2, 2018	Spring 2018 Module 3, 7-8-week online Part of Term courses begin
January 9, 2018	Class verifications begin/due for Spring 2018 Module 3, 7-8-week Part of Term courses
January, 15, 2018	Martin Luther King Jr. Holiday (no in-person classes but online classes continue to run – University offices closed.)
January 16, 2018	Spring 2018 Full Term 15-week Part of Term courses begin
January 24, 2018	Class verifications begin/due for Spring 2018 Full Term, 15-week Part of Term courses (Official deadline dates include a short grace period and are usually shared via the Rowan Announcer at least once a term, for the full term due date, but the general rule is that verifications should take place right after Drop/Add.)
February 26, 2018	Spring 2018 Module 3, 7-8-week online Part of Term courses end
February 27, 2018	Spring 2018 Module 4, 7-8-week online Part of Term courses begin
March 5, 2018	Grades due for Spring 2018 Module 3, 7-8-week Part of Term courses (Extension days are included.)
March 6, 2018	Class verifications begin/due for Spring 2018 Module 4, 7-8-week Part of Term courses
March 12-17, 2018	Spring Break (no in-person classes but online classes continue to run – University offices open.)
April 23, 2018	Spring 2018 Module 4, 7-8-week online Part of Term courses end
April 30, 2018	Grades due for Spring 2018 Module 4, 7-8-week Part of Term courses (Extension days are included.)
April 26, 2018	Spring 2018 Last Day of Classes
April 27, 2018	Spring 2018 Reading & Review Day (No classes, but University Offices open.)
April 30-May 5, 2018	Spring 2018 Final Week (includes Saturday, May 5)
May 05, 2018	Spring 2018 Full Term 15-week Part of Term courses end
May 14, 2018	Grades due for Spring 2018 Full Term, 15-week Part of Term courses (Extension days are included.)
May 7 – May 11, 2018	Commencement Week (Consult <a href="http://www.rowan.edu/commencement">www.rowan.edu/commencement</a> for details.)
May 22, 2018	End-of-term processing (for grades, GPA, repeat courses, etc.) is performed by Registrar for Spring 2018 term (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.)

### 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.

- To add or drop a "late-start" course, simply email [registrar@rowan.edu](mailto: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](mailto: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.

## Spring 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 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 &amp; Staff" link at <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a>. If you ever need to update a class verification and run into any problems, please email <a href="mailto:registrar-records@rowan.edu">registrar-records@rowan.edu</a> 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 &amp; Staff" link at <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a>. If you ever need to update a class verification and run into any problems, please email <a href="mailto:registrar-records@rowan.edu">registrar-records@rowan.edu</a> for assistance.</i>
SPRING 2018	1/Full Term	15-week Session (102 days)	Tuesday, 01/16/18	Saturday 05/05/18	<b>01/24/18</b> (One extension day is included.)	<b>05/14/18</b> (Extension days are included in the above.)
	M30/CGCE Module 3 Online	7-8-week Session (54 days)	Tuesday, 01/02/18	Monday, 02/26/18	<b>01/09/18</b>	<b>03/05/18</b> (Extension days are included in the above.)
	M40/CGCE Module 4 Online	7-8-week Session (48 days)	Tuesday, 02/27/18	Monday, 04/23/18	<b>03/06/18</b>	<b>04/30/18</b> (Extension days are included in the above.)

### ADDITIONAL INFORMATION TO KNOW ABOUT SPRING 2018 REGISTRATION

*(For details about any policies below, please consult the Office of the University Registrar website at: [www.rowan.edu/registrar](http://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 instructions as to how and when you should access Spring 2018 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](http://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 send to the Registrar at [registrar@rowan.edu](mailto:registrar@rowan.edu) or, for Rowan Global students, to Rowan Global at [globalstudent@rowan.edu](mailto:globalstudent@rowan.edu).**
- **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. 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](http://www.rowan.edu/selfservice)) and contact the Bursar's Office directly ([bursar@rowan.edu](mailto: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 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](http://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 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](mailto:registrar@rowan.edu). (We will also accept required signatures emailed to [registrar@rowan.edu](mailto: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.