# Summer 2018 Dates & Deadlines

- This chart is for Rowan University undergraduate and graduate students including Rowan Global, but excluding GSBS, SOM and CCSRU 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.

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### Summer 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.

<table>
<thead>
<tr>
<th>TERM</th>
<th>Primary Parts of Term (Name in Section Tally)</th>
<th>Name/Length of Session or Part of Term</th>
<th>START DATE for Part of Term</th>
<th>END DATE for Part of Term</th>
<th>Registration Open Dates</th>
<th>Late Drop/ Add Dates**</th>
<th>Regular Course Withdrawal Dates ***</th>
<th>Late Course Withdrawal Dates ***</th>
<th>Hardship Withdrawal &amp; Other Registration Adjustment Dates ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER 2018</td>
<td>1/Full Term</td>
<td>14-15-week Session</td>
<td>99 days</td>
<td>Monday, 05/14/18</td>
<td>Monday, 08/20/18</td>
<td>02/19/18 *</td>
<td>Registration opens at this one time for ALL students regardless of student level, matric status, in-state or out-of-state students.</td>
<td>05/14/18*^</td>
<td>05/18/18</td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7-8-week Session</td>
<td>56 days</td>
<td>Tuesday, 05/01/18</td>
<td>Monday, 06/25/18</td>
<td>05/01/18*</td>
<td>Registration opens at this one time for ALL students regardless of student level, matric status, in-state or out-of-state students.</td>
<td>05/01/18*</td>
<td>05/07/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3-week Session</td>
<td>19 days</td>
<td>Monday, 05/14/18</td>
<td>Friday, 06/01/18</td>
<td>05/14/18*</td>
<td>05/15/18</td>
<td>(includes extension days due to the weekend)</td>
<td>05/16/18-05/25/18</td>
</tr>
</tbody>
</table>

**Regulation of University Registrar**

**DATES & DEADLINES • REGISTRATION-RELATED DATES SUMMER 2018**

All dates, times, costs, and policies in this schedule are subject to change, consistent with University policy, without notice to individual students.
### Summer 2018 Important Registration-related Calendar Dates

- **Start and end dates for the Primary Parts of Term 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).
    - It is the student’s responsibility to check their online account ([www.rowan.edu/selfservice](http://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](http://www.rowan.edu/registrar) under “Graduation Information.”

<table>
<thead>
<tr>
<th>TERM</th>
<th>Primary Parts of Term (Name in Section Tally)</th>
<th>Name/Length of Session or Part of Term</th>
<th>START DATE for Part of Term</th>
<th>END DATE for Part of Term</th>
<th>Registration Open Dates</th>
<th>Regular Drop/Add Dates** (Drop your class by these dates if you want to have the charges removed. After these dates, you are financially responsible for your courses.)</th>
<th>Late Drop/Add Dates (You will need permission from a University staff member (specifically, the professor for adds) to drop/add during this period.)</th>
<th>Regular Course Withdrawal Dates *** (after Regular Drop/Add and up to the 50% point of the Part of Term in which the course appears)</th>
<th>Late Course Withdrawal Dates *** (after the 50% point and up to the 75% point of the Part of Term in which the course appears)</th>
<th>Hardship Withdrawal &amp; Other Registration Adjustment Dates *** (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>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/ Second Session</td>
<td>First 5-week Session (33 days)</td>
<td>Monday, 05/21/18</td>
<td>Tuesday, 06/26/18</td>
<td>05/21/18-05/23/18</td>
<td>05/24/18-05/29/18</td>
<td>05/24/18-06/06/18</td>
<td>06/07/18-06/15/18</td>
<td>06/16/18-06/22/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/Third Session</td>
<td>8-week Session (53 days)</td>
<td>Tuesday, 05/29/18</td>
<td>Friday, 07/20/18</td>
<td>05/29/18-06/04/18</td>
<td>06/05/18-06/11/18</td>
<td>06/05/18-06/25/18</td>
<td>06/26/18-07/09/18</td>
<td>07/10/18-07/20/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/Fourth Session</td>
<td>Second 5-week Session (33 days)</td>
<td>Monday, 06/25/18</td>
<td>Friday, 07/27/18</td>
<td>06/25/18-06/27/18</td>
<td>06/28/18-07/02/18</td>
<td>06/28/18-07/11/18</td>
<td>07/12/18-07/20/18</td>
<td>07/21/18-07/27/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M6O/Global Module Six Online</td>
<td>7-8-week Session (58 days)</td>
<td>Tuesday, 06/26/18</td>
<td>Monday, 08/20/18</td>
<td>06/26/18-07/02/18</td>
<td>07/03/18-07/10/18</td>
<td>07/03/18-07/23/18</td>
<td>07/24/18-08/06/18</td>
<td>08/07/18-08/20/18</td>
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</tr>
</tbody>
</table>

*Registration is open at this time for ALL students. Note: There is no priority registration for Summer Term. Questions? Contact Rowan Global and/or your Coordinator/Advisor. [registrar@rowan.edu](mailto:registrar@rowan.edu) or 856-256-4360 with any questions about deadlines and [globalstudent@rowan.edu](mailto:globalstudent@rowan.edu) for registration-related assistance.*

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<table>
<thead>
<tr>
<th>TERM</th>
<th>Name/Length of Session or Part of Term</th>
<th>START DATE for Part of Term</th>
<th>END DATE for Part of Term</th>
<th>Registration Open Dates</th>
<th>Regular Drop/Add Dates** (Drop your class by these dates if you want to have the charges removed. After these dates, you are financially responsible for your courses.)</th>
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<td>05/24/18-05/29/18</td>
<td>05/24/18-06/06/18</td>
<td>06/07/18-06/15/18</td>
<td>06/16/18-06/22/18</td>
<td></td>
</tr>
<tr>
<td>3/ Third Session</td>
<td>8-week Session (53 days)</td>
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<td>Friday, 07/20/18</td>
<td>05/29/18-06/04/18</td>
<td>06/05/18-06/11/18</td>
<td>06/05/18-06/25/18</td>
<td>06/26/18-07/09/18</td>
<td>07/10/18-07/20/18</td>
<td></td>
</tr>
<tr>
<td>4/ Fourth Session</td>
<td>Second 5-week Session (33 days)</td>
<td>Monday, 06/25/18</td>
<td>Friday, 07/27/18</td>
<td>06/25/18-06/27/18</td>
<td>06/28/18-07/02/18</td>
<td>06/28/18-07/11/18</td>
<td>07/12/18-07/20/18</td>
<td>07/21/18-07/27/18</td>
<td></td>
</tr>
<tr>
<td>M6O/ Global Module Six Online</td>
<td>7-8-week Session (58 days)</td>
<td>Tuesday, 06/26/18</td>
<td>Monday, 08/20/18</td>
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<td>07/24/18-08/06/18</td>
<td>08/07/18-08/20/18</td>
<td></td>
</tr>
</tbody>
</table>

### Contact Information
- registrar@rowan.edu
- 856-256-4360
- globalstudent@rowan.edu

### Important Dates
- **Course Withdrawal Dates**
  - **Regular Drop/Add Dates** (after Regular Drop/Add and up to the 50% point of the Part of Term in which the course appears)
  - **Late Drop/Add Dates** (after the 50% point and up to the 75% point of the Part of Term in which the course appears)
  - **Hardship Withdrawal & Other Registration Adjustment Dates** (after the 75% point and up to the end of the Part of Term in which the course appears)

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**Note:** There is no priority registration for Summer Term. Questions? Contact Rowan Global and/or your Coordinator/Advisor. [registrar@rowan.edu](mailto:registrar@rowan.edu) or 856-256-4360 with any questions about deadlines and [globalstudent@rowan.edu](mailto:globalstudent@rowan.edu) for registration-related assistance.

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**Doc. Updated 01/2018**
<table>
<thead>
<tr>
<th>Dates</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan., Feb., Mar., April, May</td>
<td>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.</td>
</tr>
<tr>
<td>February 19, 2018</td>
<td><strong>Summer 2018 Registration opens</strong> for ALL students regardless of level (undergrad/grad), student classifications (senior/fresh), 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. <strong>Update about new registration interface:</strong> Effective February 1, 2018, the Banner Self Service Student interface (<a href="http://www.rowan.edu/selfservice">www.rowan.edu/selfservice</a>) 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. <strong>The process and timing for registration are not changing, only the interface you use online when you register yourself in Banner Self Service will be slightly different.</strong> <em>(Instructions about how to use the new interface will be sent to all active non-medical students before the end of January.)</em> <strong>REGISTRATION IS OPEN ONLINE EVERY DAY BUT ONLY BETWEEN 7AM-11PM.</strong> Please see the “Summer 2018 Registration Dates &amp; Deadlines” - first page of this document - for specific registration adjustment dates. Summer registration is managed by Rowan Global. Please email: <a href="mailto:globalstudent@rowan.edu">globalstudent@rowan.edu</a>.</td>
</tr>
<tr>
<td>March 20, 2018</td>
<td>Fall 2018 Registration opens according to registration level (undergrad/grad) and other classifications. Please see the “Fall 2018 Registration Dates &amp; Deadlines” (<a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a>) for specific registration adjustment dates.</td>
</tr>
<tr>
<td>April 2, 2018</td>
<td>Summer 2018 graduation applications open. Check <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a> under the “Graduation Information” link for exact dates and details.</td>
</tr>
<tr>
<td>May 01, 2018</td>
<td><strong>Summer 2018 Module 5, 7-8-week online Part of Term courses begin</strong></td>
</tr>
<tr>
<td>May 08, 2018</td>
<td>Class verifications begin/due for Summer 2018 Module 5, 7-8-week online Part of Term courses <em>(Deadline dates are vital because they directly affect student financial aid.)</em></td>
</tr>
<tr>
<td>May 14, 2018</td>
<td><strong>Summer 2018 Full Term 15 Week Part of Term begins</strong> <em>(See the “Summer 2018 Registration Dates &amp; Deadlines” – first page of this document - for detailed dates and email <a href="mailto:globalstudent@rowan.edu">globalstudent@rowan.edu</a> with registration-related questions.)</em></td>
</tr>
<tr>
<td>May 14, 2018</td>
<td><strong>Summer 2018 First Session, 3-week Part of Term courses begin</strong></td>
</tr>
<tr>
<td>May 16, 2018</td>
<td>Class verifications begin/due for Summer 2018 F Session, 3-week Part of Term courses <em>(Deadline dates are vital because they directly affect student financial aid.)</em></td>
</tr>
<tr>
<td>May 19, 2018</td>
<td>Class verifications begin/due for Summer 2018 Full-Term, 14-15-week Part of Term courses <em>(Deadline dates are vital because they directly affect student financial aid.)</em></td>
</tr>
<tr>
<td>May 21, 2018</td>
<td><strong>Summer 2018 Second Session, 1st 5-week Part of Term courses begin</strong></td>
</tr>
<tr>
<td>May 24, 2018</td>
<td>Class verifications begin/due for Summer 2018 S Session, 1st 5-week Part of Term courses <em>(Deadline dates are vital because they directly affect student financial aid.)</em></td>
</tr>
<tr>
<td>May 28, 2018</td>
<td>Memorial Day <em>(no in-person classes but online classes continue to run – University offices closed.)</em></td>
</tr>
<tr>
<td>May 29, 2018</td>
<td><strong>Summer 2018 Third Session, 8-week Part of Term courses begin</strong></td>
</tr>
<tr>
<td>June 05, 2018</td>
<td>Class verifications begin/due for Summer 2018 3rd Session, 8-week Part of Term courses <em>(Deadline dates are vital because they directly affect student financial aid.)</em></td>
</tr>
<tr>
<td>June 07, 2018</td>
<td>Grades due for Summer 2018 F Session, 3-week Part of Term courses</td>
</tr>
<tr>
<td>June 12, 2018</td>
<td>Summer 2018 graduation applications close. Check <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a> under the “Graduation Information” link for exact dates and details.</td>
</tr>
<tr>
<td>June 22, 2018</td>
<td><strong>Summer 2018 Second Session, 1st 5-week Part of Term courses end</strong></td>
</tr>
<tr>
<td>June 25, 2018</td>
<td><strong>Summer 2018 Fourth Session 2nd 5-week Part of Term courses begin</strong></td>
</tr>
<tr>
<td>June 25, 2018</td>
<td><strong>Summer 2018 Module 5, 7-8-week online Part of Term courses end</strong></td>
</tr>
<tr>
<td>June 26, 2018</td>
<td><strong>Summer 2018 Module 6, 7-8-week online Part of Term courses begin</strong></td>
</tr>
<tr>
<td>June 28, 2018</td>
<td>Class verifications begin/due for Summer 2018 4th Session, 2nd 5-week Part of Term courses <em>(Deadline dates are vital because they directly affect student financial aid.)</em></td>
</tr>
<tr>
<td>June 28, 2018</td>
<td>Grades due for Summer 2018 S Session, 1st 5-week Part of Term courses</td>
</tr>
<tr>
<td>June 29, 2018</td>
<td>Grades due for Summer 2018 Module 5, 7-8 week online Part of Term courses</td>
</tr>
</tbody>
</table>
### Summer 2018 Important Registration-related Calendar Dates Continued:

<table>
<thead>
<tr>
<th>DATES</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 03, 2018</td>
<td>Class verifications begin/due for Summer 2018 Module 6, 7-8-week online Part of Term courses (Deadline dates are vital because they directly affect student financial aid.)</td>
</tr>
<tr>
<td>July 4, 2018</td>
<td>Independence Day (no in-person classes but online classes continue to run – University offices closed.)</td>
</tr>
<tr>
<td>July 20, 2018</td>
<td>Summer 2018 Third Session, 8-week Part of Term courses end</td>
</tr>
<tr>
<td>July 27, 2018</td>
<td>Summer 2018 Fourth Session 2nd 5-week Part of Term courses end</td>
</tr>
<tr>
<td>July 26, 2018</td>
<td>Grades due for Summer 2018 3rd Session, 8-week Part of Term courses</td>
</tr>
<tr>
<td>August 02, 2018</td>
<td>Grades due for Summer 2018 4th Session, 2nd 5-week Part of Term courses</td>
</tr>
<tr>
<td>August 20, 2018</td>
<td>Summer 2018 Module 6, 7-8-week online Part of Term courses end</td>
</tr>
<tr>
<td>August 20, 2018</td>
<td>Summer 2018 Full Term 15 Week Part of Term ends (See the “Summer 2018 Registration Dates &amp; Deadlines” – first page of this document - for detailed dates and email <a href="mailto:globalstudent@rowan.edu">globalstudent@rowan.edu</a> with registration-related questions.)</td>
</tr>
<tr>
<td>August 24, 2018</td>
<td>Grades due for Summer 2018 Module 6, 7-8 week online Part of Term courses</td>
</tr>
<tr>
<td>August 24, 2018</td>
<td>Grades due for Summer 2018 Full Term 14-15 week online Part of Term courses</td>
</tr>
<tr>
<td>September 03, 2018</td>
<td>Labor Day (no in-person classes but online classes continue to run – University offices closed.)</td>
</tr>
<tr>
<td>September 05, 2018</td>
<td>End-of-term processing performed by Registrar for Summer 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 will delay degrees for affected students. Instructors, please submit your grades by the posted deadline.]</td>
</tr>
</tbody>
</table>

### Summer 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.

<table>
<thead>
<tr>
<th>TERM</th>
<th>Primary Parts of Term (Session code/Part of Term in Section Tally)</th>
<th>Name/Length of Session or Part of Term</th>
<th>START DATE for Part of Term</th>
<th>END DATE for Part of Term</th>
<th>Class verifications by instructor due:</th>
<th>Final grades entered by instructor due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER 2018</td>
<td>1st Full Term 14-15-week Session (99 days)</td>
<td>Monday 05/14/18</td>
<td>Monday, 08/20/18</td>
<td>05/19/18</td>
<td>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 &amp; Staff” link at <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a>. If you 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.</td>
<td>Instructors are required to submit their final grades for each and every one of their courses 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 need to update a grade and run into any problems, please email <a href="mailto:registrar.records@rowan.edu">registrar.records@rowan.edu</a> for assistance.</td>
</tr>
<tr>
<td></td>
<td>M50/Global Module Five Online 7-8-week Session (56 days)</td>
<td>Tuesday 05/01/18</td>
<td>Monday, 06/25/18</td>
<td>05/08/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>F/First Session 3-week Session (19 days)</td>
<td>Monday 05/14/18</td>
<td>Friday, 06/01/18</td>
<td>05/16/18</td>
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<td>08/24/18</td>
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<td>06/29/18</td>
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Summer 2018 Class List Verifications & Grade Due Dates for Instructors Continued:

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<th>S/ Second Session</th>
<th>First 5-week Session (33 days)</th>
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<tbody>
<tr>
<td>3/Third Session</td>
<td>8-week Session (53 days)</td>
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<td>06/05/18</td>
<td>07/26/18</td>
</tr>
<tr>
<td>4/Fourth Session</td>
<td>Second 5-week Session (33 days)</td>
<td>Monday, 06/25/18</td>
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<td>06/28/18</td>
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<td>M6O/Global Module Six Online</td>
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<td>Monday, 08/20/18</td>
<td>07/03/18</td>
<td>08/24/18</td>
</tr>
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</table>

ADDITIONAL INFORMATION TO KNOW ABOUT SUMMER 2018 REGISTRATION

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

**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.)

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

**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.

**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/Adds 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.