



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

**Summer 2019 Dates & Deadlines** for Rowan University undergraduate and graduate students including Rowan Global, but excluding GSBS, SOM and CMSRU students.

o **Graduate Students:** if you have a question that is not addressed here, contact Rowan Global Learning and Partnerships at [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.
  - o "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](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.**

*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** (Drop your class by these dates if you want to have the charges removed. After these dates, you are financially responsible for your courses.)	Late Drop/Add Dates [You will need permission from a University staff member (specifically, the professor for adds) to drop/add during this period.]	Regular Course Withdrawal Dates ***  (after Regular Drop/Add and up to the 50% point of the Part of Term in which the course appears)	Late Course Withdrawal Dates ***  (after the 50% point and up to the 75% point of the Part of Term in which the course appears)	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 request: <a href="https://sites.rowan.edu/academic-affairs/officeofacademicaffairs/registration-adjustment-after-a-deadline/index.html">https://sites.rowan.edu/academic-affairs/officeofacademicaffairs/registration-adjustment-after-a-deadline/index.html</a> )
<b>SUMMER 2019</b>					Registration, once open for your population, remains open (online 7AM-11PM) for that population <u>until the end of the Regular Drop/Add period.</u>	Perform online in Self Service ( <a href="http://www.rowan.edu/selfserv">www.rowan.edu/selfserv</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-4:30PM and until 6PM on Wed	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 open [Suite 121 Savitz], M-F, 8AM-4:30PM and until 6PM on Wed.	Submit completed and signed course withdrawal forms (in person or to <a href="mailto:registrar@rowan.edu">registrar@rowan.edu</a> ) to University Registrar. The Office is open [Suite 121 Savitz], M-F, 8AM-4:30PM and until 6PM on Wed	Submit completed and signed course withdrawal forms (in person or to <a href="mailto:registrar@rowan.edu">registrar@rowan.edu</a> ) to University Registrar. The Office is open [Suite 121 Savitz], M-F, 8AM-4:30PM and until 6PM on Wed	<sup>^^</sup> 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.
	F/First Session	3-week Session (19 days)	Monday 05/20/19	Friday, 06/07/19	<b>02/19/19 *</b> Registration opens at this one time for ALL students regardless of student level, matric status, in-state or out-of-state students.	<b>05/20/19^</b> -05/21/19  ^and earlier/when registration opens	<b>05/22/19</b> -05/23/19	<b>05/24/19</b> -05/29/19	<b>05/30/19</b> -06/04/19 (includes one extension day due to the holiday)	<b>06/05/19</b> -06/07/19
	S/Second Session	First 5-week Session (32 days)	Tuesday 05/28/19	Friday, 06/28/19		<b>05/28/19^</b> -05/30/19  ^and earlier/when registration opens	<b>05/31/19</b> -06/04/19	<b>06/04/19</b> -06/12/19	<b>06/13/19</b> -06/20/19	<b>06/21/19</b> -06/28/19

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** (Drop your class by these dates if you want to have the charges removed. After these dates, you are financially responsible for your courses.)	Late Drop/Add Dates [You will need permission from a University staff member (specifically, the professor for adds) to drop/add during this period.]	Regular Course Withdrawal Dates *** (after Regular Drop/Add and up to the 50% point of the Part of Term in which the course appears)	Late Course Withdrawal Dates *** (after the 50% point and up to the 75% point of the Part of Term in which the course appears)	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 request: <a href="https://sites.rowan.edu/academic-affairs/officeofacademicaffairs/registration-adjustment-after-a-deadline/index.html">https://sites.rowan.edu/academic-affairs/officeofacademicaffairs/registration-adjustment-after-a-deadline/index.html</a> )
	3/Third Session	8-week Session (53 days)	Tuesday 06/04/19	Friday, 07/26/19	02/19/19 * Registration opens at this one time for ALL students regardless of student level, matric status, in-state or out-of-state students.	06/04/19^06/10/19 ^and earlier/when registration opens	06/11/19-06/17/19	06/18/18-07/01/19	07/02/19-07/16/19 (includes one extension day due to the holiday)	07/17/19-07/26/19
	4/ Fourth Session	Second 5-week Session (33 days)	Monday, 07/01/19	Friday, 08/02/19		07/01/19^07/03/19 ^and earlier/when registration opens	07/05/19-07/09/19	07/10/19-07/18/19 (includes one extension day due to the holiday)	07/19/19-07/29/19	07/30/19-08/02/19
SUMMER 2019 ONLINE	M5O/ Module 5 Online	8-week Session (56 days)	Tuesday 05/07/19	Monday, 07/01/19	02/19/19 * Registration opens at this one time for ALL students regardless of student level, matric status, in-state or out-of-state students.	05/07/19^05/13/19 ^and earlier/when registration opens	05/14/19-05/20/19	05/21/19-06/03/19	06/04/19-06/17/19	06/18/19-07/01/19
	M6O/ Module 6 Online	8-week Session (56 days)	Tuesday 07/02/19	Monday, 08/26/19	02/19/19 * Registration opens at this one time for ALL students regardless of student level, matric status, in-state or out-of-state students.	07/02/19^07/09/19 ^and earlier/when registration opens (includes one extension day due to the holiday)	07/10/19-07/16/19	07/17/19-07/29/19	07/30/19-08/12/19	08/13/19-08/26/19

\*Registration is open at this time for ALL students. Note: There is no priority registration for Summer Term. 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.

## Summer 2019 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: [www.rowan.edu/registrar](http://www.rowan.edu/registrar) under “Graduation Information.”*

DATES	ITEM DESCRIPTION
Jan., Feb., Mar., April, May	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 19, 2019	<b>Summer 2019 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 Summer Part of Term. <b>REGISTRATION IS OPEN ONLINE EVERY DAY BUT ONLY BETWEEN 7AM-11PM.</b>
March 26, 2019	<b>Fall 2019 Registration opens according to registration level (undergrad/grad) and other classifications.</b>
April 2, 2019	Summer 2019 graduation applications open. Check <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a> under the “Graduation Information” link for details.
May 20, 2019	<b>Summer 2019 First Session, 3-week Part of Term courses begin</b>
May 24, 2019	<b>Class verifications begin/due for Summer 2019 F Session, 3-week Part of Term courses</b> (Deadline dates are vital because they directly affect student financial aid.)
May 27, 2019	<b>Memorial Day</b> (no in-person classes but online classes continue to run – University offices closed.)
May 28, 2019	<b>Summer 2019 Second Session, 1<sup>st</sup> 5-week Part of Term courses begin</b>
June 04, 2019	<b>Summer 2019 Third Session, 8-week Part of Term courses begin</b>
June 4, 2019	<b>Class verifications begin/due for Summer 2019 S Session, 1<sup>st</sup> 5-week Part of Term courses</b> (Deadline dates are vital because they directly affect student financial aid.)
June 7, 2019	<b>Summer 2019 First Session, 3-week Part of Term courses end</b>
June 13, 2019	<b>Grades due for Summer 2019 F Session, 3-week Part of Term courses</b>
June 18, 2019	<b>Class verifications begin/due for Summer 2019 3rd Session, 8-week Part of Term courses</b> (Deadline dates are vital because they directly affect student financial aid.)
June 11, 2019	Summer 2019 graduation applications close. Check <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a> under the “Graduation Information” link for details.
June 28, 2019	<b>Summer 2019 Second Session, 1<sup>st</sup> 5-week Part of Term courses end</b>
July 1, 2019	<b>Summer 2019 Fourth Session 2<sup>nd</sup> 5-week Part of Term courses begin</b>
July 4, 2019	<b>Independence Day</b> (no in-person classes but online classes continue to run – University offices closed.)
July 8, 2019	<b>Grades due for Summer 2019 S Session, 1<sup>st</sup> 5-week Part of Term courses</b>
July 10, 2019	<b>Class verifications begin/due for Summer 2019 4th Session, 2<sup>nd</sup> 5-week Part of Term courses</b> (Deadline dates are vital because they directly affect student financial aid.)
July 26, 2019	<b>Summer 2019 Third Session, 8-week Part of Term courses end</b>
August 2, 2019	<b>Summer 2019 Fourth Session 2<sup>nd</sup> 5-week Part of Term courses end</b>
August 2, 2019	<b>Grades due for Summer 2019 3<sup>rd</sup> Session, 8-week Part of Term courses</b>
August 9, 2019	<b>Grades due for Summer 2019 4th Session, 2<sup>nd</sup> 5-week Part of Term courses</b>
September 02, 2019	<b>Labor Day</b> (no in-person classes but online classes continue to run – University offices closed.)
September 05, 2019	<b>End-of-term processing performed by Registrar for Summer 2019</b> (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.]

## Summer 2019 ONLINE Part Of Term Details:

DATES	ITEM DESCRIPTION
February 19, 2019	<b>Summer 2019 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 Summer Part of Term. <a href="#">REGISTRATION IS OPEN ONLINE EVERY DAY BUT ONLY BETWEEN 7AM-11PM.</a>
May 7, 2019	<b>Summer 2019 Module 5 Online, 8-week Part of Term courses begin</b>
May 21, 2019	<b>Class verifications begin/due for Summer 2019 Module 5 Online, 8-week Part of Term courses</b> (Deadline dates are vital because they directly affect student financial aid.)
May 27, 2019	<b>Memorial Day (Online classes continue to run – University offices closed.)</b>
July 1, 2019	<b>Summer 2019 Module 5 Online, 8-week Part of Term courses end</b>
July 2, 2019	<b>Summer 2019 Module 6 Online, 8-week Part of Term courses begin</b>
July 9, 2019	<b>Grades due for Summer 2019 Module 5 Online, 8-week Part of Term courses</b>
July 17, 2019	<b>Class verifications begin/due for Summer 2019 Module 6 Online, 8-week Part of Term courses</b> (Deadline dates are vital because they directly affect student financial aid.)
August 26, 2019	<b>Summer 2019 Module 6 Online, 8-week Part of Term courses end</b>
September 3, 2019	<b>Grades due for Summer 2019 Module 6 Online, 8-week Part of Term courses</b>

## Summer 2019 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 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 &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.</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 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.</i>
	F/First Session	3-week Session (19 days)	Monday 05/21/19	Friday, 06/07/19	<b>05/24/19</b>	<b>06/13/19</b>
Summer 2019	S/ Second Session	First 5-week Session (32 days)	Tuesday, 05/28/19	Friday, 06/28/19	<b>06/04/19</b>	<b>07/08/19</b>
	3/Third Session	8-week Session (53 days)	Tuesday 06/04/19	Friday, 07/26/19	<b>06/18/19</b>	<b>08/02/19</b>
	4/ Fourth Session	Second 5-week Session (33 days)	Monday, 07/01/19	Friday, 08/02/19	<b>07/10/19</b>	<b>08/09/19</b>

## Online Sessions Info Below:

M5O/ Module 5 Online	8-week Session (56 days)	Tuesday 05/07/19	Monday, 07/01/19	05/21/19	07/09/19
M6O/ Module 6 Online	8-week Session (56 days)	Tuesday 07/02/19	Monday, 08/26/19	07/17/19	09/03/19

## 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](http://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.)

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, 7 days a week, 7AM-11PM 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 sent to the Registrar at [registrar@rowan.edu](mailto:registrar@rowan.edu). Graduate Students may also contact Rowan Global at [globalstudent@rowan.edu](mailto: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, 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](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 to drop/add - using the RAAD/Hardship link on the Provost's page, <https://sites.rowan.edu/academic-affairs/officeofacademicaffairs/registration-adjustment-after-a-deadline/index.html>, 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.
- 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 on the Registrar website ([www.rowan.edu/registrar](http://www.rowan.edu/registrar)) under "Registrar Forms" for policy and process summaries and instructions.]
- **None of the withdrawal codes affect the Rowan GPA or Earned Hours, but remains included in Attempted Hours.**