



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

Winter '18-'19 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)	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 (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)</i> Any registration adjustments during this time require a hardship request: https://sites.rowan.edu/academic-affairs/officeofacademicaffairs/registration-adjustment-after-a-deadline/index.html
WINTER '18-'19					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 (www.rowan.edu/selfservice , 7A M-11PM every day OR manually (if necessary) every weekday with the University Registrar registrar@rowan.edu or Suite 121 Savitz, (see Winter office hours)]	Submit completed/ signed late drop/add forms in person or to registrar@rowan.edu to University Registrar. [Suite 121 Savitz, (see Winter office hours)]	Submit completed/ signed course withdrawal forms (n person or to registrar@rowan.edu to University Registrar for manual processing. [Suite 121 Savitz, (see Winter office hours)]	Submit completed/ signed course withdrawal forms in person or to registrar@rowan.edu to University Registrar for manual processing. [Suite 121 Savitz, (see Winter office hours)]	^^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	3-week Session (face-to-face) (25 days)	Fri. 12/28/18	Mon. 01/21/19	10/16/18 Registration opens at this time for ALL students regardless of student level, matric status, in-state or out-of-state students.	12/28/18-12/31/18 and earlier/when registration opens	1/02/19 – 1/03/19	1/02/19 - 01/09/19	01/10/19 – 01/15/19	01/16/19 – 01/21/19
	110/Inter-session One Online	3-week Session (online) (25 days)	Fri. 12/28/18	Mon. 01/21/19		12/28/18-12/31/18 and earlier/when registration opens	1/02/19 – 1/03/19	1/02/19 - 01/09/19	01/10/19 – 01/15/19	01/16/19 – 01/21/19
111/Inter-session One	16-day Session (face-to-face) (16 days)	Wed. 01/02/19	Thu. 01/17/19	01/02/19 - 01/03/19 and earlier/when registration opens		01/04/19–01/07/19	01/04/19-01/09/19	01/10/19- 01/14/19	01/15/19 – 01/17/19	

Note: There is no priority registration for Winter Term.

Winter '18-'19 Important Registration-related Calendar Dates

Registration-related dates are in blue text.

- For Bursar/payment due dates, visit: www.rowan.edu/bursar.
- For graduation application dates and deadlines, visit: www.rowan.edu/registrar under "Graduation Information."

DATES	ITEM DESCRIPTION
Sept., Oct., Nov., Dec., 2018	See your Academic Advisor with any questions you might have regarding Winter or Spring 2019 registration/courses. Make sure you have met all prerequisites and you don't have any holds on your account.
October 15, 2018	Winter 2018-2019 Graduation Applications Open: Winter 2018-2019 Graduation Applications open online at www.rowan.edu/selfservice – Click on the "Student" tab and then scroll to the bottom and click on "Apply to Graduate." (Fee of \$65 added to online account after submission. Application remains open until 11/27/18. The official graduation date on transcripts is January 30, 2019.)
October 16, 2018	Winter 2018-2019 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 '18-'19 Registration Dates & Deadlines" for specific registration adjustment dates.) Note: Spring 2019 registration opens at this time as well according to student classifications. (See the Spring 2019 Registration Dates & Deadlines at www.rowan.edu/registration for details.)
November 27, 2018	Winter 2018-2019 Graduation Applications Close: Winter 2018-2019 Graduation Applications close. It is not possible to apply to graduate for the Winter 2018-2019 term after this date.

Winter '18-'19 Class Attendance Verifications & Grade Due Dates for Instructors

Due dates for class attendance 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 attendance verifications by instructor due: <i>Instructors are required to perform class attendance 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 attendance verification and run into any problems, please email registrar-records@rowan.edu for assistance.</i>	Final grades entered by instructor due: <i>Instructors are required to submit their final grades for each and every one of their classes throughout the term. Official deadline dates are usually shared via the Rowan Announcer at least once a term for the full term due date, but the general rule is that grades are due within five (5) business days after the end of the Part of Term in which the course appears. Instructions and tips for entering final grades can be found under the "Faculty & Staff" link at www.rowan.edu/registrar. If you ever need to update a class verification and run into any problems, please email registrar-records@rowan.edu for assistance.</i>
WINTER '18-'19	1/Full Term	3-week Session (face-to-face) (25 days)	Fri, 12/28/18	Mon, 01/21/19	01/02/19	01/28/19
	I10/Inter-session One Online	3-week Session (online) (25 days)	Fri, 12/28/18	Mon, 01/21/19	01/02/19	01/28/19
	I1/Inter-session One	9-day Session (face-to-face) (16 days)	Wed, 01/02/19	Thur, 01/17/19	01/04/19	01/25/19

ADDITIONAL INFORMATION TO KNOW ABOUT WINTER '18-'19 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.)

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 should be send to Rowan Global at globalstudent@rowan.edu for winter term issues.**

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:** 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 and Rowan Global have 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.