



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

**Winter 2023 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.
- "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.*

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	Regular Drop/Add Dates** Students may drop/add courses online anytime through these dates  After all drop/add dates, you are financially responsible for your courses  Perform online in Self Service ( <a href="http://www.rowan.edu/selfservice">www.rowan.edu/selfservice</a> )	Late Drop/Add Dates 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. Late adds can be sent via email to <a href="mailto:registrar@rowan.edu">registrar@rowan.edu</a> and must include information listed on the Registrar's website at <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a>	Regular Course Withdrawal Dates *** (after Regular Drop/Add and up to the 75% point of the Part of Term in which the course appears) Perform online in Self Service ( <a href="http://www.rowan.edu/selfservice">www.rowan.edu/selfservice</a> ) during the withdrawal period	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 an exceptions request with documentation of an unexpected, extreme circumstance. Visit <a href="https://go.rowan.edu/regadjustments">https://go.rowan.edu/regadjustments</a> for more information.
1-Full Term	3 Week Session (21 days)	Tues. 12/27/22	Mon. 1/16/23	<b>12/27/22-12/28/22</b>	<b>12/29/22-12/30/22</b>	<b>12/31/22-1/11/23</b>	<b>1/12/23-1/16/23</b>
I2 Winter Session	2 Week Session (11 days)	Tues. 1/3/23	Fri. 1/13/23	<b>1/3/23-1/4/23</b>	<b>1/5/23-1/6/23</b>	<b>1/7/23-1/10/23</b>	<b>1/11/23-1/13/23</b>
I3 Winter Session	3 Week Session (21 days)	Tues. 12/27/22	Mon. 1/16/23	<b>12/27/22-12/28/22</b>	<b>12/29/22-12/30/22</b>	<b>12/31/22-1/11/23</b>	<b>1/12/23-1/16/23</b>

*\*Priority registration for undergraduate opens at 7am the day before regular registration unless otherwise notified.*

**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.

## Winter 2023 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.*

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	Class verifications by instructor due:	Final grades entered by instructor due:
1-Full Term	3 week Session (21 days)	Tuesday 12/27/22	Monday 1/16/23	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 Late 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 <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.	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 <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.
				<b>12/31/22</b>	<b>1/23/23</b>
12 Winter Session	2-week Session (11 days)	Tuesday 1/3/23	Friday, 1/13/23	<b>1/7/23</b>	<b>1/20/23</b>
13 Winter Session	3-week session (21 days)	Tuesday 12/27/22	Monday 1/16/23	<b>12/31/22</b>	<b>1/23/23</b>

## Winter 2023 Important Registration-related Calendar Dates

Dates	Item Description
Sept., Oct., Nov., Dec.	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.
October 4 <sup>th</sup> , 2022	<b>Winter 2023 Registration opens</b> for ALL students regardless of level (undergrad/grad), student classifications, 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.
January 16 <sup>th</sup> , 2023	<b>Martin Luther King Jr. Holiday</b> (no in-person classes but online classes continue to run-University offices closed)
October 17 <sup>th</sup> , 2022	<b>Winter 2023 graduation applications open.</b> Check <a href="http://www.rowan.edu/registrar">www.rowan.edu/registrar</a> under the "Graduation Information" link for details.