



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

Fall 2017 Dates & Deadlines

- This chart is for Rowan University undergraduate and graduate students including Rowan Global, but excluding GSBS, SOM and CMSRU students.
- 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: <http://www.rowan.edu/provost/registrar/courseschedule.html>.
- "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.**

Fall 2017 Registration Activity 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 (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	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	Regular Withdrawal Dates ** (after Regular Drop/Add and up to the 50% point of the Part of Term in which the course appears)	Late Withdrawal Dates ** (after the 50% point and up to the 75% point of the Part of Term in which the course appears)	Hardship Withdrawal Dates ** (after the 75% point and up to the end of the Part of Term in which the course appears)
Fall 2017					Registration, once open for a particular population, remains open for that population (for dropping and adding) until the end of the Regular Drop/Add period.	Perform online in Self Service (www.rowan.edu/selfservice) 7AM-11PM every day OR manually every weekday with the University Registrar (registrar@rowan.edu or Suite 121 Savitz), M-R, between 7:30AM-5:30PM, F, 8-4:30, during this period, and until 6PM the first 5 business days of the term excluding F & EXCEPT when the University is officially closed.	Perform manually using Late Drop/Add Form every weekday with the University Registrar (registrar@rowan.edu or Suite 121 Savitz) M-F, between 8AM-4:30PM and until 6PM on Wednesdays during this period & EXCEPT when the University is officially closed.	Perform manually using Course Withdrawal Form every weekday with the University Registrar (registrar@rowan.edu or Suite 121 Savitz) M-F, between 8AM-4:30PM and until 6PM on Wednesdays during this period & EXCEPT when the University is officially closed.	Perform manually using Course Withdrawal Form every weekday with the University Registrar (registrar@rowan.edu or Suite 121 Savitz) M-F, between 8AM-4:30PM and until 6PM on Wednesdays during this period & EXCEPT when the University is officially closed.	Perform manually using Hardship Form ^{^^} every weekday with the University Registrar (registrar@rowan.edu or Suite 121 Savitz) M-F, between 8AM-4:30PM and until 6PM on Wednesdays during this period & EXCEPT when the University is officially closed.
	1/Full Term	15-week Session (108 days)	Tuesday, 09/05/17	Thursday, 12/21/17	03/21/17 * <i>for all graduate students & otherwise, according to undergraduate student classifications</i>	09/05/17^09/11/17 ^or when registration opens	09/12/17-09/18/17	09/12/17-10/28/17	10/29/17-11/24/17 <i>(due to the Thanksgiving holiday, we will accept emails/forms through Monday, 11/27/17)</i>	11/25/17-12/21/17
	M10/CGCE Module 1 Online	8-week Session (56 days)	Tuesday, 08/29/17	Monday, 10/23/17	03/21/17 * <i>for all graduate students & otherwise, according to undergraduate student classifications</i>	08/29/17^09/04/17 <i>(due to the Labor Day holiday, we will accept emails/forms through Tuesday, 09/05/17)</i> ^or when registration opens	09/05/17-09/11/17	09/05/17-09/25/17	09/26/17-10/09/17	10/10/17-10/23/17
	M20/CGCE Module 2 Online	8-week Session (56 days)	Tuesday, 10/24/17	Monday, 12/18/17	03/21/17 * <i>for all graduate students & otherwise, according to undergraduate student classifications</i>	10/24/17-10/30/17 ^or when registration opens	10/31/17-11/06/17	10/31/17-11/20/17	11/21/17-12/04/17	12/05/17-12/18/17

Contact registrar@rowan.edu or 856-256-4360 with any questions.

Priority registration for undergraduates opens up at 7AM the day before regular registration. If you are part of a population approved for priority registration, you will be informed by your Coordinator/Advisor. Doc. Updated 02/22/17

Fall 2017 Important Registration-related Calendar Dates *(Start and end dates for the Primary Parts of Term are in red text. See the Registration Activity Chart for specific drop/add and withdrawal dates.)*

DATES	ITEM DESCRIPTION
Jan, Feb. Mar., April	See your Academic Advisor with any questions you might have regarding Summer or Fall 2017 registration/courses. Make sure you have met all prerequisites and you don't have any holds on your account.
February 20	Summer 2017 Registration opens 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 Summer Part of Term. (Please see the "Summer 2017 Registration Activity Chart" for additional dates and deadlines for the term related to drop/add and withdrawals.)
March 21	<p>Fall 2017 Registration opens – according to registration level (undergrad, grad) and the other information listed below.</p> <p>Undergraduate registration: Undergraduate registration opens according to student classifications and the registration schedule below.</p> <ul style="list-style-type: none"> 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. Priority registration for undergraduates opens up at 7AM <u>the day before</u> regular registration regardless of student classification. Matriculated students may enroll for Fall 2017 classes during the designated time periods (listed below), and afterward. (Registration remains open for add/drops, etc. through Regular Drop/Add.) Please see the "Fall 2017 Registration Activity Chart" for additional dates and deadlines for the term related to drop/add and withdrawals. Non-matriculated students register starting April 17. <p>Registration Schedule for Undergraduate Student Classifications</p> <ul style="list-style-type: none"> March 21-26All Seniors (90 credits and above) March 27 – April 2.....All Juniors, (58-89.99 credits) and Seniors April 3-9.....All Sophomores, (24-57.99 credits), Juniors, and Seniors April 10-16.....All Freshmen, (0-23.99 credits), Sophomores, Juniors, Seniors, and others <p><i>Note about student classification hours: 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>Graduate registration: All Graduate students (matriculated and non-matriculated) may register beginning 03/21/17 and throughout the entire registration period.</p> <p>Note: The Office of the University Registrar will open at 7:30 AM to assist with registration issues on 03/20/17 AND 03/21/17.</p>
April 3	Summer 2017 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 June 1, 2017. Note: The official graduation date on transcripts appears as August 30, 2017.)
April 17	Fall 2017 Registration opens for non-matriculated undergraduate students (Graduate non-matrics may begin registration as early as 03/21/17).
May 15	Summer 2017 Full term 15-week Part of Term courses begin (See the Summer Dates & Deadlines Sheet for additional details.)
May 29	Memorial Day (no in-person classes but online classes continue to run – University offices closed.)
June 1	Summer 2017 Graduation Applications close. Those who wish to apply after this date must select the next term's graduation application cycle when that cycle opens.
July 4	Fourth of July (no in-person classes but online classes continue to run – University offices closed.)
Approximately July 15	Fall 2017 bills available to view at www.rowan.edu.selfservice . Check the Bursar website for information about the Fall 2017 tuition and fees and/or deferred payment plans. (The exact date to view bills is TBD based upon the completion of housing assignments and aid packaging. No bills are mailed.)
August 15	Fall 2017 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 October 5, 2017. Note: The official graduation date on transcripts appears as December 30, 2017.)
August 15	<p>Fall 2017 tuition and fees payment due date with Bursar (www.rowan.edu.bursar). Check the Bursar website for information about the Fall 2017 tuition and fees and/or deferred payment plans.</p> <ul style="list-style-type: none"> NOTE: It is <u>not guaranteed</u> that you will be dropped for non-payment during the fall term. 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 will be assigned a \$25 late fee and may have a hold assigned to their account which will prohibit all registration, transcript, and grade services (including for Winter and Spring terms) until the hold is cleared/payment is made.
August 29	Fall 2017 Module 1, 8-week Part of Term courses begin
August 31	Summer 2017 Full Term 15-week Part of Term courses end (See the Summer Dates & Deadlines Sheet for additional details.)
September 4	Labor Day (no in-person classes but online classes continue to run – University offices closed.)

DATES	ITEM DESCRIPTION
September 5	Fall 2017 Full Term, 15-week Part of Term courses begin
September 5	Class verifications begin/due for Fall 2017 Module 1, 8-week Part of Term courses
September 13	Class verifications begin/due for Fall 2017 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.)
September 18	End-of-term processing (for grades, GPA, repeat courses, etc.) is performed by Registrar for Summer 2017 term
October 5	Fall 2017 Graduation Applications close. Those who wish to apply after this date must select the next term's graduation application cycle when that cycle opens.
October 23	Fall 2017 Module 1, 8-week Part of Term courses end
October 24	Fall 2017 Module 2, 8-week Part of Term courses begin
October 30	Grades due for Fall 2017 Module 1, 8-week Part of Term courses
October 31	Class verifications begin/due for Fall 2017 Module 2, 8-week Part of Term courses
November 23-November 25	Thanksgiving Recess (no in-person classes but online classes continue to run – University offices closed on Thursday and Saturday only.)
December 14-20	Fall 2017 Final Week (includes Saturday, December 16)
December 18	Fall 2017 Module 2, 8-week Part of Term courses end
December 21	Fall 2017 Full Term, 15-week Part of Term courses end
December 27	Grades due for Fall 2017 Module 2, 8-week Part of Term courses (One extension day is included.)
January 2	Grades due for Fall 2017 Full Term, 15-week Part of Term courses (Extension days are included.)
January 11, 2018	End-of-term processing (for grades, GPA, repeat courses, etc.) is performed by Registrar for Fall 2017 term

Fall 2017 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.

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 each and every one of their classes 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 at: http://www.rowan.edu/provost/registrar/facultypasswordforms/ClassListVerification.pdf. If you ever need to update a class verification and run into any problems, please email registrar@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 at: http://www.rowan.edu/provost/registrar/EnteringFinalGrades.html. If you ever run into any problems, please email registrar@rowan.edu for assistance.)</i>
Fall 2017	1/Full Term	15-week Session (108 days)	Tuesday, 09/05/17	Thursday 12/21/17	09/13/17 (One extension day is included.)	01/02/18 (Extension days are included in the above.)
	M10/CGCE Module 1 Online	8-week Session (56 days)	Tuesday, 08/29/17	Monday, 10/23/17	09/05/17	10/30/17
	M20/CGCE Module 2 Online	8-week Session (56 days)	Tuesday, 10/24/17	Monday, 12/18/17	10/31/17	12/27/17 (One extension day is included.)

***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 Activity Chart for specific drop/add and withdrawal dates.)

Length of Part of Term in which the course appears	REGULAR DROP/ADD DEADLINES
3 weeks or shorter	Drop/Add dates are the first 2 business days of the session/Part of Term in which the course appears.
over 3 weeks and up to 6 weeks	Drop/Add dates are the first 3 business days of the session/Part of Term in which the course appears.
over 6 weeks and up to the full term (12-16 weeks)	Drop/Add dates are the first 5 business days of 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.
- **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) 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 Drop/Add:** If a course meets for the first time after the 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 Drop/Add period.

Note about "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 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 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.

**Withdrawal Policy and Process Summary

- 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 may be an option. (Also, see note about "Hardship Registration Adjustment Requests.")
- **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.

****Withdrawal Policy and Process Summary Continued:**

- Withdrawals must be requested by the student via the official Course Withdrawal Form submitted to the Office of the University Registrar with all required signatures and by the appropriate deadlines, which are up to the 50% point of the Part of Term in which the course appears for Regular Withdrawals (“W”), and up to the 75% point of the Part of Term in which the course appears for Late Withdrawals (“WP” or “WF”). In the final 25% of the Part of Term in which the course appears – a hardship withdrawal may be possible (with proper documentation) in rare and compelling circumstances.
- **The timing of the withdrawal request determines the signatures required and which withdrawal code (“W,” “WP,” or “WF”) is recorded.** “WP” or “WF” (indicates student was earning a passing “WP” or failing “WF” grade as of the date of the instructor signature). **None of the withdrawal codes (“W,” “WP,” or “WF”) affect the Rowan GPA.**
- **Withdrawals cannot be performed via Self Service.** The Office of the University Registrar will accept the form 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 course withdrawal will be the date the form is determined complete per the University Registrar.

Hardship Registration Adjustment Requests

- We recognize that sometimes during a term, unavoidable circumstances may arise that would prevent a student from being able to perform necessary registration adjustments during the proper timelines. If all other registration options have been reviewed and exhausted (which will usually be in the final 25% of the Part of Term in which a course appears, but may be earlier depending upon the needs of the student), and the student has documented “hardship” reasons why he/she was unable to pursue one of the other registration adjustment options within proper timelines, a hardship registration adjustment (such as a drop, add, or withdrawal) may be possible. See form for details: (www.rowan.edu/registrar under “Forms” link).