

# SPRING 2018 UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.  
If you have any questions, contact Registrar Services at 509-963-3001.

## REGISTRATION AND CLASSES

January 29	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
January 29	Schedule Goes Live	View in MyCWU
January 29	Advising Begins	SPRING advising
Feb. 12-March 9	Registration	For continuing students ( <i>During the assigned enrollment appointment</i> )
March 14	Leave of Absence	Students not attending SPRING quarter must submit request
March 19	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
<b>March 27</b>	<b>CLASSES BEGIN</b>	<b>First day of classes for SPRING</b>
April 3	Change of Schedule Period Ends	Add/Drop classes- <i>Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.</i>
April 3	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
April 3	Audit and Credit/No Credit	Deadline to declare audit and credit/no credit
April 3-9 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three easy payments instead of one. A \$50 enrollment fee applies.
April 4-10	\$25 Late Registration Fee	Instructor signature required to enroll
April 10	\$50 Fee - Unpaid Tuition and Fees	A \$50 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
April 11-May 8	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
April 26	\$100 Fee -Unpaid Tuition and Fees	A \$100 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
April 30-June 20	Registration for SUMMER	See SUMMER Calendar
May 7- June 22	Registration for FALL	See FALL 2018 Calendar
May 9-June 1	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
May 16-17	Source Days	Instructional days - Research projects
May 28	Memorial Day	No classes/administrative offices closed
June 1	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
June 1	Classes End	Last day of class instruction
<b>June 4</b>	<b>Study Day</b>	<b>Study Day</b>
<b>June 5-8</b>	<b>FINAL EXAMS</b>	<b>See exam schedule</b>
June 8	End of Quarter	End of Quarter (last day of finals)
June 9	COMMENCEMENT	Commencement Ceremonies - Ellensburg
June 10	COMMENCEMENT	Commencement Ceremonies - Kent
June 12	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
53	Instructional Days per Quarter	Includes final exams and study days

## WITHDRAWAL DEADLINES

## GRADUATION DEADLINES

April 26	Deadline for 50 percent refund with complete withdrawal	Jan. 12	Deadline to apply for baccalaureate degree for SPRING
May 11	Uncontested withdrawal period deadline	Mar. 28- Apr. 3	Master's degree final folder check for SPRING needs to be requested during first week of classes
June 1	Hardship withdrawal petition deadline	April 6	Deadline to apply for baccalaureate degree for SUMMER
June 1	Complete university withdrawal	June 1	Complete the final "Turnitin" check. All forms submitted and fees paid for SPRING graduation for Thesis Option Students
		June 8	Complete all master's degree requirements for SPRING graduation