

# FALL 2015 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

|                              |   |   |
|------------------------------|---|---|
| April 27                     | Registration Assignment                   | Log into MyCWU to view enrollment appointment for web registration  |
| April 27                     | Schedule Goes Live                        | View in MyCWU   |
| April 27                     | Advising Begins                           | FALL 2015 advising  |
| May 11-June 19               | Registration                              | For continuing students ( <i>During the assigned enrollment appointment</i> )   |
| August 1                     | OPEN ENROLLMENT                           | Students may add/drop classes until change of schedule period ends.   |
| September 9                  | Leave of Absence                          | Students not attending FALL quarter must submit request   |
| <b>September 17</b>          | <b>Faculty Development Day</b>            | <b>Before classes start</b>   |
| <b>September 23</b>          | <b>CLASSES BEGIN</b>                      | <b>First day of classes for FALL</b>  |
| September 29                 | 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>   |
| September 29                 | 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. |
| September 29                 | Audit and Credit/No Credit                | Deadline to declare audit and credit/no credit  |
| Sept 29-Oct 5 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.  |
| Sept 30-Oct 6                | \$25 Late Registration Fee                | Instructor signature required to enroll   |
| October 6                    | \$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.  |
| Oct. 7-Nov. 3                | \$50 Late Registration Fee                | Instructor, Department Chair, and Dean signatures required to enroll  |
| October 22                   | \$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.   |
| Nov. 4-Dec. 4                | \$75 Late Registration Fee                | Instructor, Department Chair, and Dean signatures required  |
| Nov. 9-Dec. 4                | Registration for WINTER                   | See Winter 2016 calendar  |
| November 11                  | Veterans Day                              | No classes/administrative offices closed  |
| November 25-27               | Thanksgiving Recess                       | No classes/administrative offices open November 25<br>No classes/administrative offices closed November 26-27   |
| December 4                   | Course Challenge Form Deadline            | Deadline to submit course challenge forms to Registrar Services   |
| December 4                   | Classes End                               | Last day of class instruction   |
| <b>December 7-10</b>         | <b>FINAL EXAMS</b>                        | <b>See exam schedule</b>  |
| December 10                  | End of Quarter                            | End of Quarter  |
| December 15                  | 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

|         |   |             |  |
|---------|---|-------------|--|
| Oct. 22 | Deadline for 50 percent refund with complete withdrawal | July 2      | Deadline to apply for baccalaureate degree for FALL 2015                                       |
| Nov. 6  | Uncontested withdrawal period deadline                  | Sept. 23-29 | Master's degree final folder check for FALL needs to be requested during first week of classes |
| Dec. 4  | Hardship withdrawal petition deadline                   | Oct. 2      | Deadline to apply for baccalaureate degree for WINTER  |
| Dec. 4  | Complete university withdrawal                          | Nov. 27     | Complete all master's degree requirements for FALL graduation                                  |

# WINTER 2016 UNIVERSITY ACADEMIC CALENDAR

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## REGISTRATION AND CLASSES

|                                |   |   |
|--------------------------------|---|---|
| October 26                     | Registration Assignment                   | Log into MyCWU to view enrollment appointment for web registration  |
| October 26                     | Schedule Goes Live                        | View in MyCWU   |
| October 26                     | Advising Begins                           | WINTER advising   |
| Nov. 9- Dec. 4                 | Registration                              | For continuing students ( <i>During the assigned enrollment appointment</i> )   |
| December 14                    | OPEN ENROLLMENT                           | Students may add/drop classes until change of schedule period ends.   |
| December 23                    | Leave of Absence                          | Students not attending WINTER quarter must submit request   |
| <b>January 5</b>               | <b>CLASSES BEGIN</b>                      | <b>First day of classes for WINTER</b>  |
| January 11                     | 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>   |
| January 11                     | 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. |
| January 11                     | Audit and Credit/No Credit                | Deadline to declare audit and credit/no credit  |
| Jan. 11-Jan. 15 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.  |
| January 12-19                  | \$25 Late Registration Fee                | Instructor signature required to enroll   |
| January 18                     | Martin Luther King Jr. Holiday            | No classes/administrative offices closed  |
| January 19                     | \$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.  |
| Jan. 20-Feb. 17                | \$50 Late Registration Fee                | Instructor, Department Chair, and Dean signatures required  |
| February 3                     | \$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.   |
| February 15                    | President's Day                           | No classes/administrative offices closed  |
| Feb. 16-Mar. 11                | Registration for SPRING                   | See SPRING 2016 Calendar  |
| Feb. 18-Mar. 11                | \$75 Late Registration Fee                | Instructor, Department Chair, and Dean signatures required  |
| March 11                       | Course Challenge Form Deadline            | Deadline to submit course challenge forms to Registrar Services   |
| March 11                       | Classes End                               | Last day of class instruction   |
| <b>March 14-17</b>             | <b>FINAL EXAMS</b>                        | <b>See exam schedule</b>  |
| March 17                       | End of Quarter                            | End of Quarter  |
| March 22                       | Grades Due                                | 10:00 p.m. deadline for instructors to submit grades via MyCWU  |
| 51                             | Instructional Days per Quarter            | Includes final exams and study days   |

## WITHDRAWAL DEADLINES

## GRADUATION DEADLINES

|          |   |           |  |
|----------|---|-----------|--|
| Feb. 3   | Deadline for 50 percent refund with complete withdrawal | Oct. 2    | Deadline to apply for baccalaureate degree for WINTER  |
| Feb. 19  | Uncontested withdrawal period deadline                  | Jan. 5-11 | Master's degree final folder check for WINTER needs to be requested during first week of classes |
| March 11 | Hardship withdrawal petition deadline                   | Jan. 15   | Deadline to apply for baccalaureate degree for SPRING  |
| March 11 | Complete university withdrawal                          | March 11  | Complete all master's degree requirements for WINTER graduation                                  |

# SPRING 2016 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

|                          |   |   |
|--------------------------|---|---|
| February 1               | Registration Assignment                   | Log into MyCWU to view enrollment appointment for web registration  |
| February 1               | Schedule Goes Live                        | View in MyCWU   |
| February 1               | Advising Begins                           | SPRING advising   |
| Feb. 16-March 11         | Registration                              | For continuing students ( <i>During the assigned enrollment appointment</i> )   |
| March 15                 | Leave of Absence                          | Students not attending SPRING quarter must submit request   |
| March 21                 | OPEN ENROLLMENT                           | Students may add/drop classes until change of schedule period ends.   |
| <b>March 29</b>          | <b>CLASSES BEGIN</b>                      | <b>First day of classes for SPRING</b>  |
| April 4                  | Change of Schedule Period Ends            | Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.           |
| April 4                  | 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 4                  | Audit and Credit/No Credit                | Deadline to declare audit and credit/no credit  |
| April 4-8 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 5-11               | \$25 Late Registration Fee                | Instructor signature required to enroll   |
| April 11                 | \$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 12-May 9           | \$50 Late Registration Fee                | Instructor, Department Chair, and Dean signatures required  |
| April 27                 | \$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.   |
| May 2-June 22            | Registration for SUMMER                   | See SUMMER Calendar   |
| May 9- June 17           | Registration for FALL                     | See FALL 2016 Calendar  |
| May 10-June 3            | \$75 Late Registration Fee                | Instructor, Department Chair, and Dean signatures required  |
| May 18-19                | Source Days                               | Instructional days - Research projects  |
| May 30                   | Memorial Day                              | No classes/administrative offices closed  |
| June 3                   | Course Challenge Form Deadline            | Deadline to submit course challenge forms to Registrar Services   |
| June 3                   | Classes End                               | Last day of class instruction   |
| <b>June 6-9</b>          | <b>FINAL EXAMS</b>                        | <b>See exam schedule</b>  |
| June 9                   | End of Quarter                            | End of Quarter  |
| June 11                  | COMMENCEMENT                              | Commencement Ceremonies - Ellensburg  |
| June 12                  | COMMENCEMENT                              | Commencement Ceremonies - Kent  |
| June 14                  | Grades Due                                | 10:00 p.m. deadline for instructors to submit grades via MyCWU  |
| 52                       | Instructional Days per Quarter            | Includes final exams and study days   |

## WITHDRAWAL DEADLINES

## GRADUATION DEADLINES

|          |   |                    |  |
|----------|---|--------------------|--|
| April 27 | Deadline for 50 percent refund with complete withdrawal | Jan. 15            | Deadline to apply for baccalaureate degree for SPRING  |
| May 13   | Uncontested withdrawal period deadline                  | Mar. 29-<br>Apr. 4 | Master's degree final folder check for SPRING needs to be requested during first week of classes |
| June 3   | Hardship withdrawal petition deadline                   | April 8            | Deadline to apply for baccalaureate degree for SUMMER  |
| June 3   | Complete university withdrawal                          | June 3             | Complete all master's degree requirements for SPRING graduation                                  |

# SUMMER SESSION 2016 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

|                  |                                     |   |
|------------------|-------------------------------------|---|
| April 11         | Schedule Goes Live                  | View in MyCWU   |
| April 11         | Advising Begins                     | SUMMER advising   |
| May 2-June 22    | Registration                        | Summer Session  |
| <b>June 20</b>   | <b>CLASSES BEGIN</b>                | <b>Classes begin for six-week and full session</b>  |
| June 22          | Change of Schedule Period Ends      | Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.           |
| June 22          | 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. |
| June 27-July 1   | \$25 Late Registration Fee          | Instructor signature required to enroll   |
| July 1           | \$50 Fee - Unpaid Tuition and Fees  | \$50 fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.   |
| July 2-Aug. 1    | \$50 Late Registration Fee          | Instructor, Department Chair, and Dean signatures required  |
| July 4           | Independence Day holiday            | No classes/administrative offices closed  |
| July 19          | \$100 Fee -Unpaid Tuition and Fees  | \$100 fee assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.  |
| <b>July 29</b>   | <b>Six-week Session Classes End</b> | Last day of class instruction for six-week session  |
| August 2         | Grades Due                          | Six-week session grades due by 10 p.m., submit via MyCWU.   |
| <b>August 19</b> | <b>Full Session Classes End</b>     | Last day of class instruction for full session  |
| August 23        | Grades Due                          | Full session grades due by 10 p.m., submit via MyCWU.   |

## WITHDRAWAL DEADLINES

## GRADUATION DEADLINES

|         |  |            |  |
|---------|--|------------|--|
| July 15 | Deadline for 50 percent refund with complete withdrawal    | April 8    | Deadline to apply for baccalaureate degree for SUMMER  |
| July 15 | Uncontested withdrawal period deadline                     | June 20-24 | Master's degree final folder check for SUMMER needs to be requested during first week of classes |
| July 22 | Hardship withdrawal petition deadline for six-week session | July 1     | Deadline to apply for baccalaureate degree for FALL 2016   |
| July 22 | Complete university withdrawal for six-week session        | Aug. 12    | Complete all master's degree requirements for SUMMER graduation                                  |
| Aug. 12 | Hardship withdrawal petition deadline for full session     |            |  |
| Aug. 12 | Complete university withdrawal for full session            |            |  |