



Important days for Spring 2012

Spring 2012		
November 28 th to December 9 th , 2011	Monday and Friday (11:30a.m. to 2:00 p.m.)	Pre-registration for current students. FOLLOWING PRE-REGISTRATION SCHEDULE*
* Please only register on the date of your student ID number is scheduled. Please do not come to register if your student ID number is not scheduled on that day.		
December 12 th , 13 th , and 14 th , 2011	Monday, Tuesday and Wednesday (11:30 a.m. to 2:00 p.m.)	Current students who missed the Pre-registration. BY APPOINTMENT ONLY
December 12 th to December 16 th , 2011	Monday to Friday (11:30 a.m. to 2:00 p.m.)	Pre-registration for new and returning students*
December 19 th to December 22 nd , 2011	Monday to Thursday (11:30 a.m. to 2:00 p.m.)	New students who missed the Pre-registration. BY APPOINTMENT ONLY
* New students, who transfer credits from other schools, must submit an official transcript (Original One), by January 6th, 2012 . Otherwise, student's transfer credits will not be accepted. NO EXCEPTION!		
January 3 rd , 2012	Tuesday (10:00 a.m.)	New students orientation
		Classes begin
January 3 rd to January 13 th , 2012 (1 st and 2 nd week)	Monday to Friday only	Add/Drop without penalty and record*
* Students are allowed to add and drop classes 2 TIMES ONLY during the 1 st and 2 nd week, \$75 processing fees will be charged each time after the 2nd requests for adding and dropping classes. * Students who drop everything must follow the refund policy in the enrollment agreement.		
January 9 th , 2012	Monday	1 st installment due date
January 16 th to January 20 th , 2012 (3 rd week)	Monday to Friday only	Add/Drop with penalty \$25. Drop without record
January 23 rd to February 17 th (4 th to 7 th week)	Monday to Friday only	- Students are not allowed to add and drop courses without academic advisor's signature. During the 4 th week, \$25 processing fees will be charged for dropping each course. During the 5 th to 7 th week, \$50 processing fees will be charged for dropping each course. - Drop with <u>W</u> (Withdraw) record
February 9 th , 2012	Thursday	2 nd installment due date
February 20 th , 2012 (8 th week and after)	By Appointment only	- Not allowed to drop - No refund - Drop with <u>I</u> (Incomplete) or <u>WF</u> (Withdrawal with Fail) record
March 9 th , 2012	Friday	3 rd installment due date

- This document **ONLY** applies to current registered students.
- If you are not currently registered, please check with SVU catalog.
- You must attend the first class. Otherwise, the instructor has the right to remove your name from the roster.