

## Registrar's Office Faculty/Student Key Dates/Processes for Fall 2011

### September

- 5 Labor Day-many administrative offices closed
- 6 Class rosters are available via the web
- 6 First day of classes -last day to drop classes with 100% refund via the web
- 13 Last day to add semester courses – including web adds
- 16 Deadline for seniors to apply to graduate in January
- 20 Process all high school and transfer credit (School and Registrar's Office)
- Process all major, minor, and certificate declarations

### October

- Third Week Mid-term Grade Rosters available for update online
- 14 President's Holiday – No Classes
- 28 Mid-term grades are due from the faculty to the Registrar's Office
- Fourth Week Registrar's Office posts mid-term grades on website
- Students provide their CAPP Audits for their advisors and schedule advisement meeting for registration
- Spring 2012 Schedule of Classes posted on Siena website

### November

- 4 Last day to drop with a 'W' grade-Last day for students to process Pass/Fail option
- 7 Final exam schedule available on the Registrar's website
- Students begin making appointments meet with advisors 2 to 3 days prior to their registration day and time
  - bring their CAPP audit and pick up a signed registration form including suggested courses from their advisor
  - students check the web for open sections just prior to registration and add section information the registration form
- 7-21 Spring 2012 Web Registration – schedule to be available on the Registrar's website
- 23-25 Thanksgiving Holiday
- 28 Last day to drop with a 'WP/WF'

### December

- 12 Last day of classes
- 13 Reading Day
- 20 Exams end
- 26 All Fall grades due in the Registrar's Office