

Registrar's Office Faculty/Student Key Dates/Processes for Fall 2009

September

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

October

- First Week Registrar runs CAPP Training for students and faculty
- Third Week Mid-term Grade Rosters available for update on-line
- 16 President's Holiday – No Classes
- 30 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 2010 Schedule of Classes posted on Siena website

November

- 6 Last day to drop with a 'W' grade-Last day for students to process Pass/Fail option
- 9 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
- 9-23 Spring 2010 Web Registration – schedule to be available on the Registrar's website
- 25-27 Thanksgiving Holiday

December

- 1 Last day to drop with a 'WP/WF'
- 14 Last day of classes
- 15 Reading Day
- 22 Exams end
- 28 All Fall grades due in the Registrar's Office