Registrar's Office Faculty/Student Key Dates/Processes for Fall 2019, Winter 2019 and Spring 2020

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

October
Third Week   Mid-term Grade Rosters available for update online
11            President’s Holiday – No Classes
25            Mid-term grades are due from the faculty
Fourth Week  Final exam schedule available on the Registrar’s website
31            Spring 2020, Winter 2019 and Summer 2020 Schedule of Classes posted on Siena website

November
1             Students bring their CAPP audit and meet with their advisor
1             Last day to drop with a 'W' grade-Last day for students to process Pass/Fail option
12-13         Seniors register/ Winter term and Summer registration is available for all students
15 & 18       Juniors register
20 - 21       Sophomores register
25            Freshmen register
27-29         Thanksgiving Holiday

December
2             Last day to drop with a ‘WP/WF’
9             Last day of classes
10            Reading Day
11,12,13,14   Final Exams
16            Winter Session Classes begin
18            All Fall grades due in the Registrar’s Office

January
10            Winter Session classes/final exam end
20            MLK Day
21            First day of classes - last day to drop classes with 100% refund via the web
All registration transactions take place on the web or, if necessary, School Offices.

Last day for students to complete “I” grades from the Fall semester.

Convert “I” grades to “F” that have not been extended by faculty request.

**February**

- **7**  Deadline for students to apply for May graduation
- **Second Week**  Process all major/minor/certificate declarations and transfer credit prior to the next registration cycle
  - Begin the process of determining honors and awards for commencement
- **Fourth Week**  Final exam schedule available on the Registrar’s website

**March**

- **1**  Continue Final Degree Clearance for students who have applied for May graduation
- **9-13**  Spring Break - No Classes - Offices are open
- **17**  Fall Schedule of Classes available
- **18**  Students print their CAPP audit and begin meeting with Advisors
- **31**  Sr/Jr Registration

**April**

- **1**  Sr/Jr Registration
- **3&6**  Sophomore Registration
- **8**  Freshman Registration
- **9,10,13**  Easter Holiday
- **20**  Last Day to Drop with WP/WF

**May**

- **1**  Academic Showcase
- **4**  Last Day of Classes
- **5**  Reading Day
- **6,7,8,9**  Final Exams
- **16**  Baccalaureate
- **17**  Commencement