Registrar’s Office Faculty/Student Key Dates/Processes for Fall 2018 and Spring 2019

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

October
Third Week Mid-term Grade Rosters available for update online
12 President’s Holiday – No Classes
23 Spring and Summer 2019 Schedule of Classes posted on Siena website
Students bring their CAPP audit and meet with their advisor
26 Mid-term grades are due from the faculty
Fourth Week Final exam schedule available on the Registrar’s website

November
2 Last day to drop with a ‘W’ grade-Last day for students to process Pass/Fail option
6-7 Seniors register
9-12 Juniors register
14-15 Sophomores register
19 Freshmen register
21-23 Thanksgiving Holiday
26 Last day to drop with a ‘WP/WF’

December
10 Last day of classes
11 Reading Day
15 Exams end
19 All Fall grades due in the Registrar’s Office

January
14 Registration/Drop/Add
14 First Day of Classes
15-22 All registration transactions take place on the web or, if necessary, School Offices
21 MLK Day
22 Last Day to Add a Semester Class – last day to add via the web
25 Last day for students to complete “I” grades from the Fall semester
29 Convert “I” grades to “F” that have not been extended by faculty request

**February**

8 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
25-28 Winter Break - No Classes - Offices are open

**March**

1 Continue Final Degree Clearance for students who have applied for May graduation
Winter Break - No Classes - Offices are open
11 Mid-term grades due
18 Last day to Drop with a “W” grade – last day to pass/fail opt a Spring class
21 Students print their CAPP audit and begin meeting with Advisors
Fall Schedule of Classes available

**April**

4-5 Sr/Jr Registration
9, 10 Sophomore Registration
12 Freshman Registration
15 Last day to drop with “WP/WF” grades
18, 19, 22 Easter Holiday
29 Last Day of Classes
30 Reading Day

**May**

1-4 Final Exams
11 Baccalaureate
12 Commencement