

**Notice from Registrar**  
**Fall 2003**  
**Important Dates and Procedures**  
*(Distributed 8/1/03)*

1. Accelerated Term 1 classes begin on Monday, August 11, 2003.
2. Traditional classes begin on Thursday, August 21, 2003.
3. Course adjustment for traditional classes begins on Monday, August 18, 2003.
4. Drop/Add forms are available from your Advisor or the Registrar.
5. The traditional add period will run from Monday, August 18 through Wednesday, August 27. All deadlines will be strictly followed.
  - Last day to add a T/R class.....Tuesday, August 26
  - Last day to add a M/W/F class..... Wednesday, August 27
6. TRADITIONAL and ACCELERATED students meet with your advisor to make course adjustments. He/she will post their office hours. Please check their door for available times.
7. All spring and fall athletes (including Cheerleaders, Dance Team and Equestrian) are required to obtain either Bobby Beville or Jennifer Bell's signature before dropping any courses. There are no exceptions to this rule.
8. Beginning Thursday, August 28 there will be a \$5.00 fee assessed for dropping a course. The completed drop form and fee should be brought to the Registrar.
9. BEGINNING THURSDAY, AUGUST 28 STUDENTS ARE RESPONSIBLE FOR SECURING BOTH YOUR ADVISOR AND INSTRUCTOR'S SIGNATURE WHEN WITHDRAWING FROM CLASSES.
9. Students can drop traditional classes through Wednesday, September 3 without indication on your transcript. Beginning September 4 course withdrawals will be indicated on your transcript and will count against your 15-hour withdrawal limit.
10. The final day to withdraw from traditional courses for fall 2003 is Friday, October 10.
11. The deadline for withdrawal from accelerated courses is Friday of the fifth week of each term.
12. ***Are you applying for May 2004 graduation?*** The deadline to apply is September 19<sup>th</sup>. Come by the Registrar and pick up a graduation application and a student copy of your transcript. Meet with your advisor, secure all necessary signatures, pay your \$25 application at the Business Office and bring the completed paperwork to the Registrar by September 19<sup>th</sup>.

*If you have any questions please drop by the office or call ext. 2120.*