

Semester Dates & Process

The following processes have been created to assist the University in clarifying responsibilities, processes and deadlines for everyone to easily access and cooperatively work with “beginning of semester process” and be a success.

1. **Commitment to Pay** - \$50.00 should remain as the official commitment to pay for our University. All students will be encouraged to make this deposit at time of registration.
2. **Void process** - **NOTE: Please see enclosed table at end with specific dates for the following information. Also DOC and YC are exempt from this void process.**
 - a. 4 weeks prior to semester beginning – letters, emails and phone call will be sent out to all students that have not made a commitment to pay. Business Office will be responsible for the script on contacting these students (Student Affairs will continue to assist Business Office in making phone calls). Students will have until close of business day on that Friday of this 4th week to make payment. On Sunday, of 3rd week before semester begins - script will run and all students that have not made a commitment to pay will be dis-enrolled (drop/delete) from their schedules automatically. (Toni Gomez & Lily Quezada will work with Gary Darrow to have script run appropriately). Same class schedule is not guaranteed to these students.
 - Second disenrollment will occur on the Sunday two weeks prior to semester beginning.
 - Final disenrollment will occur on the Sunday prior to add/drop week.
 - Final voids will occur on the Sunday after add/drop
 - b. After voids have occurred – Instructors must not allow students not listed on “Summary Class List” (official Banner Roster) into classes via face-to-face nor Blackboard. They need to direct them to the Business office for payment arrangements. (Script will run to block students from Bb automatically). Once students are reinstated, Admissions & Records staff will notify instructor via email of such reinstatement. At that time, block should be lifted by Instructor.
 - c. Week of census date – Any student that has not paid and wants to be reinstated must meet with Mr. Bowman on this week. Full payment must be at hand or special arrangements between Mr. Bowman, Business Office and student may be reached.
3. **Cancellations** – if there are no students registered in the course, Dean/Admin Assistant can process the cancellation at their end. If students are registered, Dean/Admin Assistant will begin the process by removing dates/times and instructor of record. Once this has been done, Admissions & Records office will need to receive a request to remove students from registration and cancel course. At that

point Admissions & Records will reply to Dean/Admin Assistant once this has been done. It is the responsibility of Dean/Admin Assistant to notify the student of cancellation via email, letter or phone call.

- a. 1st cancellation date will occur day prior to Bookstores charges beginning. This gives Dean's, faculty and students enough notice before add/drop. Bookstore charges begin the Wednesday prior to semester beginning. By cancelling day before this will also help students know before they purchase books to cancelled class.
 - b. 2nd cancellation date needs to occur prior to 10:00 a.m. day after add/drop. FinAid locks students hours at this time so any cancellations after this point need to include FinAid office.
4. **No shows/Early Alert for FinAid purposes** – Instructors to submit non-attendance via Early Alert form no later than (please see calendar for specific semester/date). Business Office will disburse checks/direct deposit on (please see calendar for specific semester/date). If they start attending after non-attendance has been reported, students will need verification from Instructor sent to FinAid office.
5. **Attending but not on Roster** – Census date is the absolute deadline for reporting students that are not on Roster but attending classes. University does not receive SCH funding for any students we registered after this date if beginning date was a prior date.

Semester	Disenrollment	Voids	Cancellations	Census	No Show - Early Alert	Refund Checks Printed
Summer 2011	1 st - 5/22/11 2 nd - 5/29/11 3 rd - 6/5/11	6/12/11	1 st - 5/31/11 2 nd - 6/8/11	6/24/11	6/10/11	6/16/11
Fall 2011	1 st - 8/7/11 2 nd - 8/14/11 3 rd - 8/21/11	8/28/11	1 st - 8/16/11 2 nd - 8/26/11	9/9/11	8/30/11	9/2/11
Spring 2012	1 st - 1/1/12 2 nd - 1/8/12 3 rd - 1/15/12	1/22/11	1 st - 1/10/12 2 nd - 1/23/12	2/3/12	1/27/12	1/26/12