

Spring 2019 Registrar Office Operation Calendar	
	Commencement
	Advising - Registration
	Catalog/ Summer Bulletin and Trainings
	Graduation - Auditing
	Registration Deadlines
	Schedule of classes
	1-Jan New Year's Day Observed (Office Closed)
	2-Jan Residency appeals for Spring 2019 Semester Due in Registrar's Office
	3-Jan Spring 2019 Residency petitions considered late; student to pay current fees while under review
	Student Bill confirmation deadline for those registered on or before January 1st
	7-Jan MSU Orientation & Registration
	8-Jan MSU Orientation & Registration
	9-Jan Classes Start Spring 2019
	11-Jan Deadline for Spring 2020 new programs to be submitted in CIM for May BOR meeting
5th Day of Class	15-Jan Last day to add a course w/ no signatures.
	17-Jan Spring fees due by 4:30pm if registered after Jan 1st
	21-Jan Martin Luther King, Jr. Observed (No Classes; Offices Closed)
10th Day of Class	23-Jan Last day to add a course with Add/drop form signatures
	Last day to drop a course online w/ no signatures.
	Last day to request a course for Pass/Fail
	Last day to Request a course for Audit
15th Day of Class	30-Jan Last day to drop a course w/out a grade with form and signatures
	Roll I-grades: Incompletes from previous term to revert to F or other pre-defined grade
	Senior Advising (targeting degree candidates for next semester) begins
	Any curriculum changes turned in after today will be processed for next Term.
	Dropped courses are graded with a W with form and proper signatures
	31-Jan Refresh Degree Works Pins
	16th day of class forward all dropped courses graded w/ "W"
	Last Date of Attendance must be recorded on all Add/Drop
	4-Feb Call for Fall 2019 Common Hour request for exams and finals: due March 21st
	6-Feb Departments Encouraged to begin Advisor clean-up
	18-Feb President's Day Holiday (No Classes; Offices Closed)
	FALL 2019 Catalog Changes Due
	20-Feb Spring 2020 schedule available in MyInfo: please submit changes by April 18th
	21-Feb Advisor updates finalized in Banner
	1-Mar Summer and Fall 2019 Baccalaureate Apps Due in Registrar's Office

		NEW Summer Courses 2019 must be received in Registrar's office CIM Queue
	4-Mar	ARF's available in Knox folder for spring advising
	11-Mar	Advising Begins
		Any 2019 Summer and Fall Course Schedule updates submitted after 3/11/2019 require "scheduled section changes" form and provost approval (no room guarantees)
	18-Mar	Spring Break (No Classes)
	19-Mar	Spring Break (No Classes)
	20-Mar	Spring Break (No Classes)
	21-Mar	Spring Break (No Classes)
		Fall 2019 Common hour Exams Due Back
	22-Mar	Spring Break (No Classes)
	25-Mar	Registration Begins
	1-Apr	Begin accepting Summer 2019 Residencies
	2-Apr	Spring 2020 schedule call for updates
	10-Apr	Registration Ends for current students
	11-Apr	Last day to drop with a W grade
	12-Apr	No Drops Allowed
	15-Apr	Registration Audits done for Summer and Fall 2019 DC
	16-Apr	Last day for approval of Thesis, Dissertation or Professional Paper
	18-Apr	Spring 2020 first round of edits for Schedule of Classes due
	19-Apr	University Day (No Classes; Offices Open)
	22-Apr	Roll W's and Grading Opens
	24-Apr	Administrative Professionals Day
CLASSES END	26-Apr	Classes End
		Residency appeals for Summer 2019 Semester Due in Registrar's Office
	29-Apr	Final Exams
	30-Apr	Final Exams
	1-May	Final Exams
	2-May	Final Exams
FINALS END	3-May	Final Exams;
		Spring Semester Ends
	4-May	Spring 2019 Commencement
	6-May	Grades Due by Noon
	8-May	Spring 2019 Suspension list to Provost Office
	13-May	Summer Semester Starts (Full, May Start, First 6 week Session)
	27-May	Memorial Day Observed (Office Closed)
	3-Jun	All Discrepancies for Spring Candidates must be resolved or Graduation Denied

	10-Jun	Summer June Start and Intersession Starts
	24-Jun	Summer Second 6 week Session Starts
	4-Jul	4th of July Observed (Office Closed)
	8-Jul	Summer July Start Session Starts
	22-Jul	Summer Late Summer Session Starts
	9-Aug	Residency appeals for Fall 2019 Semester Due in Registrar's Office
	10-Aug	Fall 2019 Residency petitions considered late; student to pay current fees while under review