Registrar’s Office Faculty/Student Key Dates/Processes for Fall 2017 and Spring 2018

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

October
Third Week Mid-term Grade Rosters available for update online
13 President’s Holiday – No Classes
24 Spring and Summer 2018 Schedule of Classes posted on Siena website
24 Students bring their CAPP audit and meet with their advisor
27 Mid-term grades are due from the faculty
Fourth Week Final exam schedule available on the Registrar’s website

November
3 Last day to drop with a ‘W’ grade—Last day for students to process Pass/Fail option
7-8 Seniors register
10-13 Juniors register
15-16 Sophomores register
20 Freshmen register
22-24 Thanksgiving Holiday

December
1 Last day to drop with a ‘WP/WF’
11 Last day of classes
12 Reading Day
16 Exams end
20 All Fall grades due in the Registrar’s Office

January
15 MLK Day
16 Registration/Drop/Add
16 First Day of Classes
16-23 All registration transactions take place on the web or, if necessary, School Offices
19 Last day for students to complete “I” grades from the Fall semester
23 Last Day to Add a Semester Class – last day to add via the web
26 Convert “I” grades to “F” that have not been extended by faculty request

February
9 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
Continue Final Degree Clearance for students who have applied for May graduation
22, 23 Winter Break - No Classes - Offices are open
28 Fall Schedule of Classes available
28 Students print their CAPP audit and begin meeting with Advisors

March
9 Mid-term grades due
14-15 Sr/Jr Registration
15 Last day to Drop with a “W” grade – last day to pass/fail opt a Spring class
19-20 Sophomore Registration
22 Freshman Registration
26 - Apr 2 Spring Break/ Easter Holiday

April
26 - Apr 2 Spring Break/ Easter Holiday
13 Last day to drop with “WP/WF” grades
30 Last Day of Classes

May
1 Reading Day
2-5 Final Exams
12 Baccalaureate
13 Commencement