

## Spring Semester 2018 Academic Calendar – 15 WEEK COURSES

January 15	Martin Luther King Observance – No Classes
January 16	<b>Spring 2018 Classes Begin</b>
January 22	Last Day to Add Classes Without Instructor Permission
Jan. 23-29	Instructor Permission Required to Add a Class
January 29	Last Day to Add Classes. Last Day to Drop Courses With No Reflection on Transcripts. Drops after this date require student/Advisor signature and will reflect in a “W” on transcripts.
February 19	President’s Day Observance – Campus Closed
February 15	Last Day to Apply for August Graduation/Priority Deadline for December Graduation
February 20	Summer 2018 Registration Begins 7 am MST
March 12-16	Spring Break – No Classes
March 26	All Withdrawals After This Date Will Reflect WP or WF
March 27	<b>Fall 2018 Registration Begins (Priority Registration)</b> Students with 60 or more earned credits will be able to register beginning @ 7:00am MST
March 28	Students with 30 or more earned credits will be able to register beginning @ 7:00am MST
March 29	All students will be eligible to register beginning @ 7:00am MST
Mar 30-Apr 2	Easter Observance – Campus Closed
April 9	Advising Day
April 16	Last Day to Apply for December Graduation/Priority Deadline for May Graduation
April 24	Academic Celebration Day
April 27	Last Day to Drop a Course – Withdraws No Longer Processed After This Date
Apr 30-May 4	Spring Semester Final Examinations
May 3	Last Day of Spring 2018 semester
May 4	Baccalaureate
May 5	May Commencement Ceremony
May 8	Final Grades Due in Registrar’s Office by Noon
May 10	Grades Available on ArgoExpress

- **MWF** indicates classes regularly scheduled for any combination that includes at least two of these days.
- **TR** indicates classes regularly scheduled on Tuesday and/or Thursday or a combination in which any two days are TR.
- **MTWRF** classes (classes held daily) have an option to be decided by the instructor.
- **EVENING AND SATURDAY CLASSES** will be held on the day and at the time during Final Examination Week for which the class would normally be scheduled, except Friday evening classes, which will have final examinations Thursday evening.

DAYS	USUAL COURSE HOUR	FINAL EXAMINATION HOUR
<b>Monday, April 30</b>		
MWF	9:00 AM classes	8:00 AM - 9:45 AM
MWF	11:00 AM classes	10:15 AM - Noon
MWF	1:00 PM classes	1:00 PM - 2:45 PM
MWF	3:00 PM classes	3:30 PM - 5:15 PM
<b>Tuesday, May 1</b>		
TR	7:30 AM or 8:00 AM classes	8:00 AM - 9:45 AM
TR	9:20 AM or 9:30 AM classes	10:15 AM - Noon
TR	1:00 PM classes	1:00 PM - 2:45 PM
TR	2:30 PM or 3:00 PM classes	3:30 PM - 5:15 PM
<b>Wednesday, May 2</b>		
MWF	8:00 AM classes	8:00 AM - 9:45 AM
MWF	10:00 AM classes	10:15 AM - Noon
MWF	Noon classes	1:00 PM - 2:45 PM
MWF	2:00 PM classes	3:30 PM - 5:15 PM
<b>Thursday, May 3</b>		
TR	11:00 AM or 11:15 AM classes	8:00 AM - 9:45 AM
MTWR	Classes beginning after 3:15 PM but before 5:00 PM	3:15 PM - 5:00 PM
R (evening)	Evening classes beginning after 5:00 PM	5:30 PM - 7:15 PM
F (evening)	Evening classes beginning after 5:00 PM	7:30 PM - 9:15 PM

**Scheduling conflicts or requests to change exam times should be referred to Instructor.**

## Drop/Add, Withdrawal and Refund Information

- Dropped courses are not reflected on a transcript (dis-enrolling from a course within the first 10 class days)
- Withdrawn courses are reflected on a transcript (dis-enrolling from a course after the 10<sup>th</sup> class day) with a grade of “W”
- Complete Withdrawals means to no longer be enrolled in a given term at the University.
- To drop or add courses, students must fill out a change of registration form in the Registrar's Office or submit changes via ArgoExpress.
- If students are withdrawing from all courses at UGF, they must submit a Complete Withdrawal Form. Complete withdrawals cannot be completed via ArgoExpress. Refund percentages will be calculated according to the schedule listed below.
- Students who stop attending classes without submitting a formal drop, withdrawal, or complete withdrawal will receive grades of “F” (failure).
- Full refunds will be given for courses cancelled by the University.
- Financial aid funds are available to assist students with their University bill. However, it is the **student's responsibility** to ensure that all bills are paid in full.
- If students fail to process a change of registration form (drop/add, withdrawal, or complete withdrawal), the full amount of tuition for all classes must be paid. Refunds are calculated from the date the forms are received in the Registrar's Office or the activity date recorded in ArgoExpress.

### DROPPING A COURSE - Refund Schedule

#### Undergraduate and Non-Weekend Graduate Courses

\*\* UGF RETAINS ALL FEES\*\*

##### Within the first 10 class days (drop/add period)

- For students paying the flat rate, a change that keeps students within the flat rate results in no financial ramifications.
- For students paying per credit tuition (i.e. not the flat tuition rate) still receive 100% refund within the first 10 class days.
- When the result of the schedule change is falling below 12 credits for campus students, tuition is reassessed per credit (and no longer assessed as flat tuition); however, 100% is refunded for the dropped courses.
- When courses are dropped within the first 10 class days, so long as the student is still enrolled with the University, the student will receive 100% refund of tuition (flat rate or per credit). The University retains all fees.

##### After the 10<sup>th</sup> class day

- There is 0% refund for courses dropped after the 10<sup>th</sup> class day.

### Fall 2017 - Spring 2018 COMPLETE WITHDRAWAL Refund Schedule

#### Undergraduate and Non-Weekend Graduate Courses

\*\* UGF RETAINS ALL FEES\*\*

Fall 2017 Complete Withdrawal Refund Schedule ( FULL SEMESTER COURSES)	Spring 2018 Complete Withdrawal Refund Schedule ( FULL SEMESTER COURSES)
First 4 days of classes (8/31)	First 4 days of classes (1/19)
Days 5 -7 (9/1 – 9/6)	Days 5 -7 (1/20 – 1/24)
Days 8–10 (9/7 – 9/11)	Days 8–10 (1/25 – 1/29)
Complete Withdrawals September 12 - December 8	Complete Withdrawals January 30 – April 27
100% 75% 50% 0%	100% 75% 50% 0%

TITLE IV AID WILL BE REFUNDED ACCORDING TO THE DEPARTMENT OF EDUCATION FEDERAL REFUND POLICY.

#### Weekend Graduate Courses

\*\*REFUNDS ARE BASED ON TUITION PER COURSE—UGF RETAINS ALL FEES\*\*

100% refund for students who withdraw within 5 business days after the first weekend session. (First Friday following class)

0% refund for students who withdraw after 5 business days following the first weekend session. Includes 'W' reflection on transcripts.

All other graduate classes (non-weekend courses) will follow the drop refund schedule listed above as “Undergraduate & Non-Weekend Graduate Courses.”