

## Fall 2008 Undergraduate Advising Calendar

**UGS = Undergraduate Studies (Sears 357)      REG = Registrar's Office (Yost 110)**

Date	Deadline/Event	Location	Form	Advisor & Student Role
Aug. 23	First Year Student Drop/Add Day	SIS; Nord Atrium and Computer Lab (9:00 a.m. – 12:00 p.m.)	None required unless course(s) closed and/or permitted. If so, permit (paper or on-line) maybe be required.	Advisor not required to be available. Students use SIS and/or the REG to make schedule changes as needed.
Aug. 25	First Day of Classes	N/A	N/A	Students might seek out advisors for advice on schedule changes.
Aug. 25 – Sept. 5	Drop/Add Period	SIS and REG	None required unless course(s) closed and/or permitted. If so, permit (paper or on-line) maybe be required.	Students might seek out advisors for advice on schedule changes.
Aug. 26	Late Registration Fee (\$25) Begins	N/A	N/A	Students who have not yet registered for any fall courses will incur this fee.
Sept. 1	Labor Day Holiday	University Closed; No Classes; Offices Closed	N/A	N/A
Sept. 5	Last Day for Complete Withdrawal Without Financial Penalty	UGS	Complete Withdrawal Form <a href="http://www.case.edu/provost/registrar/forms/wdform.pdf">http://www.case.edu/provost/registrar/forms/wdform.pdf</a>	Students who wish to withdraw from all fall semester courses must visit Undergraduate Studies to complete this form. After September 5 students will receive a diminishing percentage of their tuition.
Sept. 5	Deadline to Seek Permission to Audit a Course	UGS & REG	Drop/Add Form – Available in REG, UGS, Wade, and Fribley	Student seeks permission from instructor and discusses what constitutes a successful audit, then completes the drop/add form in UGS with a Dean. Student brings the Drop/Add Form to the REG for processing.
Oct. 1	Graduation Application Deadline for January Candidates	UGS	Graduation Application & ARR – Available in UGS & on UGS website.	Students must submit a graduation application along with any necessary ARR Correction forms, and a copy of their ARR.
Oct. 20	Midterm Grades Due	REG	Grade Sheets	Professors should assign and submit midterm grades. Advisors begin to view advisee midterm grades & prepare for spring semester advising. Students view midterm grades on SIS.
Oct. 20 – 21	Fall Break	No Undergraduate Classes; Offices Open	N/A	N/A
Oct. 27	Advising Period Begins	Advisor Offices	Academic Requirements Report (ARR) available on-line at SIS.	Students and advisors should contact one another to set up appointment time to discuss current semester progress, degree progress, and future semester course selection.
Oct. 27 – 31	Fall First Year Student Advisor Meetings (Specific Dates TBA)	Location TBA	Handouts will be provided at meetings.	UGS will host advisor meetings for First Year Advisors to discuss curricula, policy, and student issues, as well as upcoming semester deadlines/events/issues.
Oct.31 (12:30 – 1:45 p.m.)	Choices Fair	Veale Athletic Center	N/A	First year students required to attend; undeclared upper class students invited to attend. Advisors may be asked by their department to serve as representatives at Choices and/or host departmental open houses after the event.
Nov. 3	First Year Student Major Declaration Begins	Department Offices & UGS	Major Declaration Form – Available in UGS, Wade, and Fribley	All first year students who are ready to declare a major(s) (and minor) are able to do so. First year students are not <i>required</i> to declare at this time if not ready. Department representatives should be prepared to assign advisor and be prepared for an increase in advising load.
Nov. 7	Deadline for Removal of Previous Term I grades	UGS	Instructor of record must complete & sign Grade Change Card (available in dept. office or REG) & bring card to UGS.	Incomplete not completed will turn to F. Requests for extension must be made to the Dean of UGS by the student and supported by the instructor prior to the deadline.
Nov. 7	Course withdrawal deadline for Non-First Year Students including transfer students	UGS & REG	Drop/Add Form – Available in REG, UGS, Wade, and Fribley	<i>Students</i> must take the following steps: 1) Get & complete drop/add form; 2) See <i>advisor</i> for approval signature; 3) See <i>Dean</i> in UGS for approval signature; 4) Bring Course withdrawal deadline for Non-First Year Students including transfer students signed drop/add form to REG.
Nov. 10	Open Registration for Spring 2009 Begins	SIS (by class cohort, graduate date, and earned hours) & REG	None required unless course(s) closed and/or permitted. If so, permit (paper or on-line) maybe be required.	Students must meet with their advisors prior to course registration. Once advisor & advisee have their advising appointment, the advisor can release advising hold.
Nov. 27 – 28	Thanksgiving Holiday	University Closed; No Classes; Offices Closed	N/A	N/A
Dec. 1	Graduation Application Deadline for May Candidates	UGS	Graduation Application & AR R – Available in UGS & on UGS website.	Students must submit a graduation application along with any necessary ARR Correction forms, and a copy of their ARR.
Dec. 5	Last Day of Classes	N/A	N/A	Final exams may not be given during the last week of classes or during reading days. Final exams must be given according to the REG schedule.
Dec. 5	Course Withdrawal Deadline for First Year Students	UGS & REG	Drop/Add Form – Available in REG, UGS, Wade, and Fribley	<i>Students</i> must take the following steps: 1) Get & complete drop/add form; 2) See <i>advisor</i> for approval signature; 3) See <i>Dean</i> in UGS for approval signature; 4) Bring signed drop/add form to REG.
Dec.5	Pass/No Pass Option Form Submission Deadline	UGS website	Pass/No Pass Option Form – Available on the UGS website	Students must submit Pass/No Pass Option electronic form for course no later than 5:00 p.m.
Dec. 8, 12	Reading Days	N/A	N/A	No Course Meetings; No Final Exams.
Dec. 9-17	Final Exam period			
Dec.19 (11:00 a.m.)	Final Grades Due	REG	Grade Sheets	Failure to submit grades by the established deadline prevents UGS from determining academic standing and from certifying degrees.
Jan. 16 (2009)	Awarding of Degrees			January degree candidates eligible to participate in May 2009 Commencement ceremony.

## Spring 2009 Undergraduate Advising Calendar

**UGS = Undergraduate Studies (Sears 357)      REG = Registrar's Office (Yost 110)**

Date	Deadline/Event	Location	Form	Advisor & Student Role
Jan. 12	First Day of Classes	N/A	N/A	Students might seek out advisors for advice on schedule changes.
Jan. 12 – 23	Drop/Add Period	SIS and REG	None required unless course(s) closed and/or permitted. If so, permit (paper or on-line) maybe be required.	Students might seek out advisors for advice on schedule changes.
Jan. 13	Late Registration Fee (\$25) Begins	N/A	N/A	Students who have not yet registered for any spring courses will incur this fee.
Jan. 19	Martin Luther King Jr. Day	University Closed; No Classes; Offices Closed	N/A	N/A
Jan. 23	Last Day for Complete Withdrawal Without Financial Penalty	UGS	Complete Withdrawal Form <a href="http://www.case.edu/provost/registrar/forms/wdform.pdf">http://www.case.edu/provost/registrar/forms/wdform.pdf</a>	Students who wish to withdraw from all spring semester courses must visit Undergraduate Studies to complete this form. After January 23 students will receive a diminishing percentage of their tuition.
Jan. 23	Deadline to Seek Permission to Audit a Course	UGS & REG	Drop/Add Form – Available in REG, UGS, Wade, and Fribley	Student seeks permission from instructor and discusses what constitutes a successful audit, then completes the drop/add form in UGS with a Dean. Student brings the Drop/Add Form to the REG for processing.
Mar. 9	Midterm Grades Due	REG	Grade Sheets	Professors should assign and submit midterm grades. Advisors and student begin to view advisee midterm grades. Advisors should meet with advisees after Spring Break to review and discuss midterm grades
Mar. 9 – 13	Spring Break	No Ugrad Classes; Offices Open	N/A	N/A
Mar. 13	University Spring Break Holiday	University Closed; No Classes; Offices Closed	N/A	N/A
Mar. 16 – 20	Spring First Year Student Advisors Meetings (Specific Date TBA)	Location TBA	Handouts will be provided at meetings.	UGS will host advisor meetings for First Year Student Advisors to discuss curricula, policy, and student issues, as well as upcoming semester deadlines/events/issues.
Mar. 23	Advising Period Begins	Advisor Offices	Academic Requirements Report (AAR) available on-line at SIS.	Students and advisors should contact one another to set up appointment time to discuss current semester progress, degree progress, and future semester course selection.
Mar. 27	Deadline for Removal of Previous Term I grades	UGS	Instructor of record must complete & sign Grade Change Card (available in dept. office or REG) & bring card to UGS.	Incomplete not completed will turn to F. Requests for extension must be made to the Dean of UGS by the student and supported by the instructor prior to the deadline.
Mar. 27	Course withdrawal deadline for Non-First Year Students including transfer students	UGS & REG	Drop/Add Form – Available in REG, UGS, Wade, and Fribley	<i>Students</i> must take the following steps: 1) Get & complete drop/add form; 2) See <i>advisor</i> for approval signature; 3) See <i>Dean</i> in UGS for approval signature; 4) Bring signed drop/add form to REG.
Mar. 30	Open Registration for Summer 2009 Begins	SIS (by class cohort, graduate date, and earned hours) & REG	None required unless course(s) closed and/or permitted. If so, permit (paper or on-line) maybe be required.	Students must meet with their advisors prior to course registration. Once advisor & advisee have their advising appointment, the advisor can release advising hold.
Apr. 6	Open Registration for Fall 2009 Begins	SIS (by class cohort, graduate date, and earned hours) & REG	None required unless course(s) closed and/or permitted. If so, permit (paper or on-line) maybe be required.	Students must meet with their advisors prior to course registration. Once advisor & advisee have their advising appointment, the advisor can release advising hold.
Apr. 24	Undergraduate Honors Assembly	TBD	N/A	Deans and Chairs participate in the ceremony and all faculty are invited to attend. Awards will be given to students not graduating in May.
Apr. 27	Last Day of Classes	N/A	N/A	Final exams may not be given during the last week of classes or during reading days. Final exams must be given according to the REG schedule.
Apr. 27	Course withdrawal deadline for Non-First Year Students including transfer students	UGS & REG	Drop/Add Form – Available in REG, UGS, Wade, and Fribley	<i>Students</i> must take the following steps: 1) Get & complete drop/add form; 2) See <i>advisor</i> for approval signature; 3) See <i>Dean</i> in UGS for approval signature; 4) Take signed drop/add form to REG.
Apr. 27	Pass/No Pass Option Form Submission Deadline	UGS website	Pass/No Pass Option Form – Available on the UGS website	Students must submit Pass/No Pass Option electronic form for course no later than 5:00 p.m.
Apr. 28-29	Reading Days	N/A	N/A	No Course Meetings; No Final Exams.
Apr 30-May 7	Final Exam Period			
May 9 (11:00 a.m.)	Final Grades Due	REG	Grade Sheets	Failure to submit grades by the established deadline prevents UGS from determining academic standing and from certifying degrees.
May 16	Senior Honors Assembly	TBD	N/A	Deans and Chairs participate in the ceremony and all faculty are invited to attend. Awards will be given to students graduating in May.
May 17	University Commencement	Veale Athletic Center		August (08) and January (09) degree candidates are eligible to participate in May 2009 Commencement ceremony.
<b>Summer 2009 Highlights</b>				
June 1	Graduation Application Deadline for August Candidates	UGS	Graduation Application & ARR – Available in UGS & on UGS website.	Students must submit a graduation application along with any necessary ARR Correction forms, and a copy of their ARR.
June 1	First Day of Classes	N/A	N/A	Students might seek out advisors for advice on schedule changes.
July 3	Independence Day Observance	University Closed	N/A	N/A
July 27	Last Day of Classes	N/A	N/A	N/A
July 29 (12:00 p.m.)	Final Grades Due	REG	Grade Sheets	Failure to submit grades by the established deadline prevents UGS from determining academic standing and from certifying degrees.
August 7	Awarding of Degrees			August degree candidates are eligible to participate in May 2009 or 2010 commencement ceremony.

