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# Memorandum

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*Vice President*

*Office of Academic Affairs*

TO: All Faculty

FROM: Dr. John Watson  
Vice President for Academic Affairs

RE.: (1) Dates for Dropping Courses  
(2) Spring Break  
(3) Early Registration for Summer and Fall Semesters

DATE: March 3, 2009

Please make the following announcements to your classes:

- (1) Friday, April 17, is the last day to officially drop a course with a "CW" (course withdrawal) being recorded.

April 17 is also the last day to change from taking a course for credit to audit.

ALL FORMS FOR DROPPING COURSES OR CHANGING TO AUDIT MUST BE COMPLETED AND RETURNED TO THE REGISTRAR'S OFFICE IN THE DOC BRYAN STUDENT SERVICES BUILDING BY 5:00 P.M., FRIDAY, APRIL 17 FOR "CW". STUDENTS WITHDRAWING AFTER APRIL 17 WILL RECEIVE AN "F" FOR THE COURSE.

WITHDRAWAL DATES MAY BE DIFFERENT FOR COURSES WITH UNUSUAL BEGINNING AND/OR ENDING DATES.

- (2) Classes will be dismissed at 7:00 a.m., Monday, March 23 for Spring Break and will resume at 7:00 a.m., Monday, March 30.
- (3) Students currently enrolled for the spring semester may register for the 2009 summer I, summer II, and fall semesters as shown by the following schedule:

Hours earned:	75 or more earned hours & grad students	Apr. 6, 7, 8
	30 to 74 earned hours	Apr. 9, 10, 13
	15 to 29 earned hours	Apr. 14, 15, 16
	14 or fewer earned hours	Apr. 17, 20, 21, 22

By March 30, an advising schedule will be posted on or near each advisor's door so that students may schedule an appointment for advising. Undecided students should call the Academic Advising Center to schedule an appointment for advising. Students may verify eligibility for early registration by using Student Online Services at <http://onetech.atu.edu>.