
Memorandum

Vice President

Office of Academic Affairs

TO: All Faculty and Students

FROM: Dr. Barbara J. Johnson
Vice President for Academic Affairs

RE: (1) Dates for Dropping Full-term Courses
(2) Dates for Dropping Condensed Courses
(3) Fall Break
(4) Thanksgiving Break
(5) Registration for Spring Semester
(6) End of Course Schedule and Exams

DATE: October 3, 2019

Please note, *full-term courses* are defined as any 15 week course beginning in August and ending in December. See the Academic Calendar at <http://www.atu.edu/catalog/undergraduate/calendar.php> for full-term course dates.

Also, *condensed courses* are defined as any course less than 15 weeks and with beginning and/or ending dates different from the full-term course dates. See Registrar's Office website cited below.

- (1) For all *full-term courses*, Monday, November 20, is the last day to officially drop a course with a "W" (withdrawal) being recorded. November 20 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 BY 5 P.M., MONDAY, NOVEMBER 20, FOR "W". STUDENTS WITHDRAWING AFTER NOVEMBER 20 WILL RECEIVE AN "F" FOR THE COURSE.

- (2) For any *condensed course*, please see the Registrar's Office website for a list of condensed courses by term and the associated Academic Calendar dates: http://www.atu.edu/registrar/condensed_courses.php
WITHDRAWAL DATES MAY BE DIFFERENT FOR CONDENSED COURSES.
- (3) *Full-term courses* will be dismissed from 7 a.m., Thursday, October 10 for Fall Break and will resume at 7 a.m., Monday, October 14. Students taking online and/or condensed courses should refer to the course syllabus for holiday schedule.
- (4) *Full-term courses* will be dismissed from 7 a.m., Wednesday, November 27, for Thanksgiving Break and will resume at 7 a.m., Monday, December 2. Students taking online and/or condensed courses should refer to the course syllabus for holiday schedule.

- (5) Students currently enrolled for the fall semester may register for the 2020 spring semester as shown by the following schedule:

Hours earned: 90 or more earned hours & graduate students	October 21
60 – 89 earned hours	October 24
30 – 59 earned hours	October 28
29 or fewer hours	October 31

By October 14, advisors should make appropriate arrangements for advisees to schedule appointments for advising. Students may verify their eligibility to register by checking OneTech (<http://onetech.atu.edu>) to determine earned hours and whether any academic or financial holds exist which would need to be addressed prior to registration.

- (6) On the Monday and Tuesday before final exams, students will follow the regular Monday class schedule on Monday, December 2 and follow the regular *Wednesday* class schedule on Tuesday, December 3.