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# Memorandum

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Vice President

Office of Academic Affairs

TO: All Faculty and Students

FROM: Dr. Barbara Johnson  
Vice President for Academic Affairs

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

DATE: March 2, 2020

Please note, *full-term courses* are defined as any 15 week course beginning in January and ending in May. See the Academic Calendar at <https://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*, Friday, April 17, is the last day to officially drop a course with a "W" (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 BY 5 P.M., FRIDAY, APRIL 17 FOR "W". STUDENTS WITHDRAWING AFTER APRIL 17 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](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., Monday, March 23, for Spring Break and will resume at 7 a.m., Monday, March 30. Students taking online and/or condensed courses should refer to the course syllabus for holiday schedule.
- (4) Students currently enrolled in the spring semester may register for the 2020 summer, fall, and winter intersession semesters as shown by the following schedule:

Hours earned:	90 or more earned hours & graduate students	March 2
	60 to 89 earned hours	March 4
	30 to 59 earned hours	March 6
	29 or fewer hours	March 11

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.

- (5) On the Monday and Tuesday before final exams, students will follow the regular Monday class schedule on Monday, April 27 and follow the regular Wednesday class schedule on Tuesday, April 28.