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# Memorandum

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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) Spring Break  
(4) Registration for Summer and Fall Semesters  
(5) End of Course Schedule and Exams

DATE: February 25, 2021

Please note, *full-term courses* are defined as any 15 week course beginning in January and ending in May. 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*, Friday, April 16, is the last day to officially drop a course with a "W" (withdrawal) being recorded. April 16 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 16, FOR "W". STUDENTS WITHDRAWING AFTER APRIL 16 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: [https://ssbprod.atu.edu/pls/PROD/hws9date.p\\_displayForm](https://ssbprod.atu.edu/pls/PROD/hws9date.p_displayForm) WITHDRAWAL DATES MAY BE DIFFERENT FOR CONDENSED COURSES.
- (3) *Full-term courses* will be dismissed from 7 a.m., Monday, March 22, for Spring Break and will resume at 7 a.m., Monday, March 29. Students taking online and/or condensed courses should refer to the course syllabus for holiday schedule.

- (4) Students currently enrolled for the spring semester may register for the 2021 summer, fall, and winter intersession semesters as shown by the following schedule:

Hours earned: 90 or more earned hours & graduate students	March 1
60 – 89 earned hours	March 3
30 – 59 earned hours	March 5
29 or fewer hours	March 10

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) Reading Day is Monday, April 26. Final exams begin Monday, April 26, at 7 p.m. and end Friday, April 30.