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# Memorandum

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Vice President

Office of Academic Affairs

TO: All Faculty and Students

FROM: Dr. Phillip Bridgmon  
Interim 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, 2018

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 26, is the last day to officially drop a course with a "W" (withdrawal) being recorded. November 26 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 26, FOR "W". STUDENTS WITHDRAWING AFTER NOVEMBER 26 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., Thursday, October 11 for Fall Break and will resume at 7 a.m., Monday, October 15. 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 21, for Thanksgiving Break and will resume at 7 a.m., Monday, November 26. 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 2019 spring semester as shown by the following schedule:

Hours earned:	90 or more earned hours & graduate students	October 22
	89 – 60 earned hours	October 24
	59 – 30 earned hours	October 29
	29 – 20 earned hours	November 1
	19 – 12 earned hours	November 8
	11 – 3 earned hours	November 14
	2 or fewer earned hours	November 27

By October 15, 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 regular Monday class schedule on Monday, December 3 and follow regular *Wednesday* class schedule on Tuesday, December 4.