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# Memorandum

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Vice President

Office of Academic Affairs

TO: All Faculty and Students

FROM: Dr. Phillip Bridgmon  
Associate 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 7, 2018

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 20, is the last day to officially drop a course with a "W" (withdrawal) being recorded. April 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., FRIDAY, APRIL 20 FOR "W". STUDENTS WITHDRAWING AFTER APRIL 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](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 19, for Spring Break and will resume at 7 a.m., Monday, March 26. 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 2018 summer and fall semesters as shown by the following schedule:

Hours earned:	90 or more earned hours & graduate students	March 26
	55 to 89 earned hours	March 29
	26 to 54 earned hours	April 2
	17 to 25 earned hours	April 9
	11 to 16 earned hours	April 16
	10 or fewer earned hours	April 25

By March 12, 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.

- (5) On the Monday and Tuesday before final exams, students will follow the regular Monday class schedule on Monday, April 30 and follow the regular Wednesday class schedule on Tuesday, May 1.