ACADEMIC CALENDAR
SPRING SEMESTER, 2012

December 2, 2011, Friday
Hornet Connection (an enrollment program for new students) Call the Office of Admissions at 877/468-6378 for details.

December 9, Friday
An electronic billing statement will be generated and available through the student’s Buzz In account. **Students enrolling after 12:00 p.m. on Wednesday, December 7th, will NOT be sent a bill. Students can look up tuition and fees owed on Buzz In and pay on-line or contact Cashiering Services to make arrangements for payment of tuition and fees.**

December 15, Thursday
*Deadline for the January 14, 2012, ETS Praxis Testing PPST/PLT Exams. Registration form and fee payment must be sent directly to the Educational Testing Service and must be received by this date. Enroll on-line at www.ets.org/praxis.*

January 2-6, 2012, Monday-Friday
Interim Period

January 4, Wednesday
Residual ACT Test, 12:00 noon, Visser Hall, Room 129.

January 8, Sunday
Residence Halls open 12:00 noon.

January 11, Wednesday
**Classes begin, day & evening. Drop & add classes in Plumb Hall offices. (SAC advisees go to 206 Plumb Hall.)**

January 14, Saturday
**ETS Praxis Testing PPST/PLT Exams, 7:30 a.m., Visser Hall Atrium.**

January 14, Saturday
First meeting of Saturday classes.

January 16, Monday
Martin Luther King Day. Holiday - offices closed and no classes.

ATTENTION ENROLLED STUDENTS
January 18, Wednesday (Fifth Day of Class)
**DEADLINE – Undergraduate students who pre-enrolled must pay account balance by 5:00 P.M. central time ON January 18th OR MAKE A $150 ACCOUNT DOWN PAYMENT IN ORDER TO AVOID LOSING THEIR SCHEDULED CLASSES.**

NOTE: Prior semester charges must be paid-in full before any student can retain their class schedule through the $150 down payment. No student shall be permitted to finalize enrollment for any semester if there are outstanding delinquencies from prior semesters. Students with outstanding debts to the University, whether financial or material, may have their official transcripts and/or enrollment withheld.

Please note that financial aid must be authorized AND disbursed to be considered a payment on your account.

Information regarding the extended payment option can be found at Cashiering Services in Plumb Hall or via the Web. Online information is available at http://www.emporia.edu/busaff

January 18, Wednesday
*A $50 administrative fee charged to all students who have an account balance of $100 or more at 5:00 p.m. central time. Students must sign and submit the Extended Payment Contract. This form is available at http://www.emporia.edu/busaff/paymentoptions.htm.

January 25, Wednesday
**Seniors** notify the Degree Analysis Office, 108H Plumb Hall, if they intend to graduate in May, 2012.

January 25, Wednesday
**Tenth day of classes and 15th Calendar day. Last day to enroll in classes.**

**Last day of official drop period--no transcript entry for classes dropped on or before this date.**

**Last day to withdraw from the university with full refund.**

Any student wishing to withdraw from the University with a full refund MUST initiate the withdrawal process through Registration prior to the refund period. More information is available at http://www.emporia.edu/busaff/refund.htm

February 3, Friday
**Deadline** for registration and fee payment for the February 25, 2012 CAAP competency exams.

February 8, Wednesday
**An additional $50 administrative fee** charged to all students who have an account balance of $100 or more at 5:00 p.m. central time.
Students must have signed and submitted the **Extended Payment Contract** by this date in order to avoid account holds.

**February 8, Wednesday**
- Juniors must submit major contract and request degree check in Degree Analysis Office, 108H Plumb Hall.

**February 8, Wednesday**
- **Twentieth day of classes.**

**February 17, Friday, No classes.**

**February 25, Saturday**
- **CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.**

**March 1, Thursday**
- **Graduate students intending to graduate in Summer 2012** must file the “Intent to Graduate” form with the Graduate School.

**March 1, Thursday**
- All **student** account balances are considered past due.
- A **$50 late fee** will be assessed each month the balance remains outstanding during the semester.
- Holds placed on student’s account.

**March 2, Friday**
- End of first block and end of the 8th week.
- Instructors must evaluate students by the end of the 8th week.

**March 5, Monday**
- Second block begins.

**March 6, Tuesday**
- **Midterm grades are due.**

**March 14, Wednesday**
- **Deadline** for registration and fee payment for the April 7, 2012 CAAP competency exams.

**March 19-25, Monday through Sunday, Spring Break.**

**March 28, Wednesday**
- Last day for automatic "W" on transcript (10 wks).

**March 29, Thursday**
- **Deadline for the April 28 ETS Praxis Testing PPST/PLT Exams.** Registration form and fee payment must be sent directly to the Educational Testing Service and must be received by this date. Enroll on-line at www.ets.org/praxis.

**April 7, Saturday**
- **CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.**

**April 28, Saturday**
- **ETS Praxis Testing PPST/PLT Exams, 7:30 a.m., Visser Hall Atrium.**

**May 4, Friday**
- Last day of classes.

**May 4, Friday**
- **Deadline** for registration and fee payment for the June 2 CAAP competency exam.

**May 7-11, Monday-Friday**
- Final examinations.

**May 12, Saturday**
- **Commencement, 9:30 a.m., Welch Stadium**

**May 15, Tuesday**
- Grades are due--12:00 Noon.

**June 2, Saturday**
- **CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.**