ACADEMIC CALENDAR  
SPRING SEMESTER, 2013

November 30, 2012, Friday  
Hornet Connection (an enrollment program for new students) Call the Office of Admissions at 877/468-6378 for details.

December 7, 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 5th, 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 27, Thursday  
**Deadline for the January 26, 2013, 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 6-12, 2013, Monday-Friday  
Interim Period

January 9, Wednesday  
Residual ACT Test, 12:00 noon, Visser Hall, Room 128.

**NEW STUDENTS:**

January 11, Friday  
**Hornet Connection** (an enrollment program for new students) will take place in the Memorial Union. Further information is available in the Office of Admissions.

January 13, Sunday  
Residence Halls open 12:00 noon.

January 16, Wednesday  
**Classes begin,** day & evening. Drop & add classes in Plumb Hall offices. (SAC advisees go to 206 Plumb Hall.)

January 19, Saturday  
First meeting of Saturday classes.

January 21, Monday  
Martin Luther King Day. Holiday - offices closed and no classes.

January 23, Wednesday (Fifth Day of Class)  
**DEADLINE** – Undergraduate students who pre-enrolled must pay account balance by 5:00 P.M. central time ON January 23rd 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](http://www.emporia.edu/busaff).

January 26, Saturday  
**ETS Praxis Testing PPST/PLT Exams,** 7:30 a.m., Visser Hall Atrium.

January 30, 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](http://www.emporia.edu/busaff/refund.htm)

January 30, Wednesday  
**Deadline** for registration and fee payment for the January 26, 2013 CAAP competency exams.

February 13, 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 13, Wednesday**

**Twentieth day of classes.**

February 15, Friday  
Juniors must submit an undergraduate application for degree in Degree Analysis, Plumb Hall 108H, if they intend to graduate in May 2014.

February 22, Friday, No classes.

February 23, Saturday  
**CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.**

March 1, Friday  
**Graduate students intending to graduate in Summer 2013** must file the “Intent to Graduate” form with the Graduate School.

March 7, 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 8, Friday  
End of first block and end of the 8th week.  
Instructors must evaluate students by the end of the 8th week.

March 11, Monday  
Second block begins.

March 12, Tuesday  
**Midterm grades are due.**

March 14, Thursday  
**Deadline for the April 13 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.**

March 18-24, Monday through Sunday, Spring Break.

March 28, Thursday  
**Deadline for registration and fee payment for the April 27, 2013 CAAP competency exams.**

April 3, Wednesday  
Last day to withdraw from a class and receive automatic "W" on transcript (10 wks).

April 13, Saturday  
**ETS Praxis Testing PPST/PLT Exams, 7:30 a.m., Visser Hall Atrium.**

April 27, Saturday  
**CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.**

May 10, Friday  
Last day of classes.

May 13-17, Monday-Friday  
Final examinations.

May 18, Saturday  
**Undergraduate Commencement, 9:30 a.m., White Auditorium**

**Graduate Commencement, 2:00 p.m., Albert Taylor Hall in Plumb Hall**

May 21, Tuesday  
Grades are due—12:00 Noon.

May 24, Friday  
**Deadline** for registration and fee payment for the **June 22 CAAP competency exam.**

June 22, Saturday  
>>**CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.**