

# ACADEMIC CALENDAR

## SPRING SEMESTER, 2018

December 1, 2017

Hornet Connection (an enrollment program, for new students) Call the Office of Admissions at 620-341-5465.

December 15, Friday

**Electronic billing statements will be generated and available through the student's Buzzin account. Please check your Buzzin account for updated information.**

January 10, Wednesday, ACT-Residual, Visser Hall

### NEW UNDERGRADUATE STUDENTS:

**January 12, Friday**

*New undergraduate students who have not previously attended ESU.*

"HORNET CONNECTION", the new student program, will be held on campus with check-in beginning at 8:30 a.m. The cost per student is \$80. For more information please contact the Admissions Office. (This program consists of an introduction to ESU, advisement, class enrollment, and fee payment for **new freshmen and new transfer students**, who DID NOT attend a new student program during the spring or summer.)

January 14, Sunday

Residence Halls Open at 12:00 p.m./noon

January 15, Monday

Martin Luther King Day. Holiday – offices closed

### ATTENTION ENROLLED STUDENTS

**January 23, Tuesday**

**DEADLINE -- Students must pay account balance by 5:00 P.M. CT ON TUESDAY, January 23 OR MAKE PAYMENT ARRANGEMENTS WITH THE STUDENT ACCOUNTS OFFICE. A \$50 late fee will be charged to all students who have an account balance greater than \$100.**

**STUDENTS WILL NOT BE DROPPED FROM CLASSES FOR NON-PAYMENT OF TUITION AND FEES.**

**NOTE: Prior semester charges must be paid-in full before any student can retain their class schedule. 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 the account.**

**Information regarding payment plan options can be found at Cashiering Services and Student Accounts in Plumb Hall or via the Web. Online information is available at <http://www.emporia.edu/busaff>**

**January 17, Wednesday**

**Classes begin**, day, evening, & Internet. Drop & add classes in Plumb Hall offices. (SAC advisees go to 106 Plumb Hall.)

January 20, Saturday

First meeting of Saturday Classes

January 23, Tuesday

**\$50 late fee** charged to all students who have an account balance greater than \$100.

January 30, Tuesday-Tenth day of classes

**Last day to enroll in classes.**

**Last day of official drop period for full semester and 1<sup>st</sup> Block classes**--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 before this date.

### ALL ENROLLED STUDENTS

***If you are enrolled but DO NOT PLAN to attend ESU in Spring 2018 you must withdraw from your classes by the end of the 100% refund period (January 30, 2018) to completely reverse assessed tuition and fees from your student account. If you withdraw, after receiving financial aid, federal regulations may require payment of that excess. Failure to withdraw obligates the student to pay tuition and fees in full.***

February 15, Thursday

Juniors must submit an "Intent to Graduate" form with Degree Analysis Office, if they intend to graduate in May 2019.

February 13, Tuesday

Twentieth day of classes

**February 19, Monday**

**Last day to Withdraw from 1<sup>st</sup> Block class and receive an automatic "W" on transcript.**

**February 20, Tuesday**

**Additional \$50 late fee** charged to all students who have an account balance of \$100 or more and have not made payment arrangements. Students must have made payment arrangements prior to this date in order to avoid additional fees. All accounts not paid in full considered past due.

March 1, Thursday

**Graduate students intending to graduate in Summer 2018** must file the "Intent to Graduate" form with the Graduate School.

March 3, Saturday

**ESU CAAP Examination**, ESU Campus (Visser Hall)

**March 5, Monday**

Enrollment begins for Summer and Fall 2018

**March 9, Friday**

End of first block and end of the 8<sup>th</sup> week.

Instructors must evaluate students by the end of the 8<sup>th</sup> week.

**March 12, Monday**

Second block begins.

**March 13, Tuesday**

**Midterm grades are due**

March 19-25, Monday through Sunday, Spring Break

March 20, Tuesday

**Additional \$50 late fee** charged to all students who have an account balance of \$100 or more and have not made payment arrangements. Students must have made payment arrangements prior to this date in order to avoid additional fees. All accounts not paid in full considered past due.

**March 30, Friday**

**Last day of official drop period for 2<sup>nd</sup> block classes--no transcript entry for classes dropped on or before this date.**

**April 4, Wednesday**

Last day to withdraw from a full semester class and receive automatic "W" on transcript (10 wks).

April 20, Friday

**Additional \$50 late fee** charged to all students who have an account balance of \$100 or more and have not made payment arrangements. Students must have made payment arrangements prior to this date in order to avoid additional fees. All accounts not paid in full considered past due.

**April 20, Friday**

**Last day to Withdraw from 2<sup>nd</sup> Block class and receive an automatic "W" on transcript.**

May 4, Friday

Last day of classes

May 7-11, Monday-Friday

Final examinations

**May 12, Saturday**

Undergraduate Commencement, 9:30 a.m., White Auditorium

Graduate Commencement, 2:00 pm, White Auditorium

Residence Halls close at Noon

**May 15, Tuesday**

**Grades are due – 12:00 Noon**

May 20, Sunday

Late fee added to any account with a balance over \$100.00