

Fall 2018	
August	13 A First day of Fall Semester W1 Classes meet (Aug. 13-17)*
	20 A New student orientation (Aug. 20-24 GATEFORM)* W2 Classes meet (Aug. 20-24)*
	24 A Last day to register online via Populi
	25 S Classes begin
	27 A Payment deadline
	14 First day of classes
	14 Last day to add classes (requires instructor and academic advisor approval)
September	3 A Labor Day (NO CLASSES) 14 100% refund period ends at midnight*
	4 A Fall enrollment certifications A Withdrawal with automatic grade of W begins (requires advisor's approval)
	7 A Federal direct loan disbursement to CTS
	10 14 80% refund period ends at midnight*
	17 14 60% refund period ends at midnight*
	21 A Student account credit balance issued to students
	24 14 40% refund period ends at midnight*
October	1 14 20% refund period ends at midnight* A Deadline for practicum
	5 F Faculty textbook list for spring '19 due
	8 14 Reading Week (Oct. 8-12) W3 Classes Meet (Oct. 8-12)*
	26 A Registration opens for Spring 2019
November	12 A Last day to register without late fee
	19 A Thanksgiving holiday break (Nov. 19-23)
	23 14 Last day to withdraw with an automatic grade of W (requires advisor's approval)
	26 W3 Withdrawal with grade of W or F begins (Advisor, instructor and dean's approvals required)
Dec.	7 A Last day to file for an incomplete
	14 A Semester Ends
Jan.	1 F Grades due
	11 A Fall incomplete work due

Spring 2019	
January	9 A Orientation for new students
	11 A Fall incomplete work due
	14 A First day of Spring Semester W1 Classes meet (Jan. 14-18)*
	18 F Fall incomplete grades due
	21 A Martin Luther King Jr. holiday (NO CLASSES)
	22 14 First day of classes 14 Last day to add classes (requires instructor and academic advisor approval)
	A Payment deadline
February	25 A Last day to file for graduation F Faculty textbook list for summer and fall '19 due
	29 14 100% refund period ends at midnight*
	30 A Withdrawal with automatic grade of W begins (requires advisors approval)
	1 A Federal direct loan disbursement to CTS
	6 14 80% refund period ends at midnight*
March	13 14 60% refund period ends at midnight*
	15 A Student account credit balance issued to students
	20 14 40% refund period ends at midnight*
	27 14 20% refund period ends at midnight*
	1 A Deadline for practicum
April	11 14 Reading Week (March 11-15) W2 Classes meet (March 11-15)*
	22 A Registration opens for summer & fall 2019
	1 A Financial aid deadline, 19-20 academic year
May	8 A Last day to register without late fee
	15 A Holy Week/Easter Break (April 15-19) A Deadline D.Min. Projects (examinor copy)
	22 14 Last day to withdraw with an automatic grade of W (requires advisors approval)
	23 W3 Withdrawal with grade of W or F begins (Advisor, instructor and dean's approvals required)
	3 A Last day to file for an incomplete
June	10 A Semester Ends
	13 F Graduate grades due
	18 A Commencement
	20 A Summer classes begin
	27 F Grades due
July	7 A Spring incomplete work due
	14 F Spring incomplete grades due

*NOTE: Dropping Classes, Withdrawing from Classes & Refund Policy

The first week of the fall and spring semesters (until the end of the 100% refund period) will be treated as a true drop/add period. Any classes that are dropped during this period will be deleted from the student's schedule. For student aid, loans, and business accounting purposes, the number of credit hours at the end of the first week will be the criteria by which calculations and awards will be determined.

Classes dropped after the one-week drop/add period will be recorded with "W" grades, representing a withdrawal from the class. Standard Refund Percentage Schedule: Week One-100%, Week Two-80%, Week Three-60%, Week Four-40%, Week Five-20%. After Week Five-0%.

For intensive classes the refund schedule is one day equals one week in the above schedule.

Key	Symbol	Description
A	All	
F	Faculty	
14	14 Week Courses	
S	Saturday Courses	
W1	Week Intensives 1	
W2	Week Intensives 2	
W3	Week Intensives 3	