

Spring 2010 Dates at a Glance

DEADLINES

Confirmation, fee payment instructions, and information regarding tuition and fees may be found at www.mtsu.edu/bursar/mt.

Pay Fees or Confirm on RaiderNet Beginning December 1

Course Selection	Pay Fees/Confirm	Course Selection	Pay Fees/Confirm
Nov. 9–Jan. 7	January 2, by mail January 7, 4:30 p.m., Business Office January 7, 6:00 p.m., RaiderNet	January 22	Approved late registrants pay at Business Office before registering
Jan. 8–21	January 21, 4:30 p.m., Business Office January 21, 6:00 p.m., RaiderNet		

A \$100 late fee will be charged to anyone who registers or reregisters on or after January 14.

NOTE: Class schedules will be deleted unless fees are paid or registration confirmed by the fee payment deadline above.

Adding, Dropping, Withdrawing, Fee Adjustment

Tuition for undergraduate- and graduate-level students is charged at different per-credit-hour rates. Developmental studies courses are charged at reduced (community college) rates. Tuition will not be evenly exchanged for dropping and adding courses with different tuition rates. Once the semester begins, tuition exchanges are only allowed for courses with equal credit hours dropped and added on the **same day**.

Regents Online Degree Program (RODP) courses are charged at a different per-hour rate and are charged **separately** from MTSU courses. RODP courses will not be evenly exchanged with MTSU courses when dropping and adding even in the same day.

Nov. 1–25	Teacher, TBR, state, UT, and MTSU employee dependent discount forms turned in at the Business Office, CAB 103
December 17	TBR, UT, and state employee (PC191A) fee waiver participants register.
January 7	Fee Payment Deadline (course selection November 9–January 7)
January 8	12:00 a.m., RaiderNet available for Drop/Add or Registration after purge
January 13	Last day for 100% fee adjustment
January 14	Classes Begin ; Drop/Add on RaiderNet; \$100 late fee
January 14–18	65-year-old, permanently disabled, and 60-year-old (audit) students register
January 14–20	Students may add or late register on RaiderNet
January 21	Request for Late Registration Form required if no existing schedule Drop/Add form required to add a course (students with schedule) Fee Payment Deadline (course selection January 8–21)
January 27	Last day for 75% fee adjustment; last day to drop without a grade
January 28	Drop on RaiderNet with grade of W (January 28–March 3)
February 10	Last day for 25% fee adjustment
March 4	Drops processed in Scheduling Center only if instructor and chair sign drop/add form (as an exception)
April 21	Last day to withdraw from the University (drop all classes) and receive a W or F as determined by the instructor

SPRING 2010 CALENDAR

November 9–20 - Spring 2010 Priority Registration

OCTOBER

Oct. 1 Spring 2010 priority application submission date to College of Graduate Studies

NOVEMBER

Nov. 9–20 Spring 2010 Priority Registration on RaiderNet

Nov. 1–25 Teacher, TBR, state, UT, and MTSU **employee dependent discount forms** (PC 191B) must be turned in at the Business Office, Cope Building 103, by November 25 for discounts to be included on the bill. Otherwise, forms **MUST** be received by the first day of class. Signatures should not be obtained before November 1, 2009.

Nov. 23 New transfers after advising and new RODP majors after online orientation may register

Nov. 25 Last day for undergraduate students to file Intent to Graduate forms for August 2010 graduation

DECEMBER

Dec. 1 2010–11 scholarship deadline for incoming freshmen and currently enrolled students
GI bill certification begins for Chapter 33 veterans registered for Spring 2010 classes
Spring registration bills available online at RaiderNet (Account Summary)
Parking permits may be obtained after fees paid

Dec. 1–Jan. 2 Fee payment by mail. **Mailed payments must be postmarked by January 2 and must be mailed in time to be received by January 7.**

Dec. 1–Jan. 7 Fee payment in person, 8 a.m.–4:30 p.m., Business Office cashier windows, Cope Building or by credit card or e-check on RaiderNet (January 7 until 6:00 p.m.)

Confirm Registration. You must confirm you will attend on RaiderNet if fees are paid in full by financial aid or other credits. **You will be given a CONFIRMATION NUMBER when you successfully complete this process.**

Dec. 5 New freshmen orientation (CUSTOMS)

Dec. 7 New freshmen who do not attend CUSTOMS eligible to register after advising

Dec. 9 Transients and special undergraduates eligible to register

Dec. 10 Completed Spring 2010 graduate assistantships/contracts due in College of Graduate Studies

Dec. 17 TBR, UT, and state employee (PC191A) fee waiver participants register. Turn in form at the Business Office, Cope Building 103, by 4:30 p.m. on January 7.

JANUARY

Jan. 5 Undergraduate **academic appeal** forms are due by 4:00 p.m.

Jan. 6 International student orientation, 8:30 a.m.–12:30 p.m., BAS S128

Jan. 7 **Fee payment deadline: 4:30 p.m. Business Office, 6:00 p.m. RaiderNet**

Undergraduate **academic appeal** committee meets

Jan. 8 Deadline to sign up for direct deposit for refunds to be available January 14–15

Fall semester graduate suspension appeal applications due by 4:00 p.m. in the College of Graduate Studies

Jan. 11 Undergraduate **academic appeal** decisions available on RaiderNet

Jan. 12 Graduate academic suspension appeal hearings

Jan. 13 Last day of Spring 2010 COMPASS Placement Testing

Last day to drop all classes and receive a 100% fee adjustment

Jan. 14 **Classes Begin (\$100 late fee charged)**

Jan. 14–18 **65-year-old, permanently disabled, and 60-year-old (audit) students** register at a reduced rate. No late fee. Turn in authorization form and pay fees, if applicable, at the Business Office, Cope 103, by 4:30 p.m. January 21.

Jan. 14–20 Students who withdraw from school will have all of their financial aid cancelled. Students may owe a refund to MTSU and/or the U.S. Department of Education. Students who withdraw after January 20 will have their financial aid prorated based on the percentage of classes attended as determined by the instructor and/or the official withdrawal date.

Jan. 14–21 **Direct deposits** of financial aid refunds sent to students' bank accounts and/or to the MTSU ecash PayCard.

- Jan. 14–21** **Fee payment for late registration** at the Business Office, 8 a.m.–4:30 p.m., or 6:00 p.m. on RaiderNet
- Jan. 14–27** Students who drop or add class(es) will have their financial aid awards adjusted to the number of hours enrolled as of January 27. Students who drop hours or stop attending may owe a refund to MTSU.
- Jan. 18** **Martin Luther King Holiday—no classes**
- Jan. 20** Last day to register or add a course on RaiderNet
- Jan. 21** Request for late registration form required if no existing schedule
Drop/add forms with appropriate signatures required to add courses (students with schedule)
Fee Payment DEADLINE for students who registered January 8–21. Class schedules deleted unless fees are paid or registration confirmed by 4:30 p.m. (Business Office) or 6:00 p.m. (RaiderNet).
RaiderNet available until 6:00 p.m. for fee payment/confirmation and for drops
- Jan. 25** Last day for graduate students to file Intent to Graduate forms for May graduation.
- Jan. 27** **Census Date (14th day):** Lottery Scholarship recipients cannot change enrollment status after this date and retain scholarship.
Federal financial aid will be adjusted based on the number of hours enrolled as of this date.
75% fee adjustment deadline. Last day for students (MTSU and RODP) to withdraw from the University or drop courses and receive a 75% adjustment.
Last day to drop without a grade.
- Jan. 28–
March 3** **Drop on RaiderNet with a grade of “W.”**

FEBRUARY

- Feb. 1** 2010–11 scholarship deadline for transfer students
- Feb. 10** **25% fee adjustment deadline (MTSU and RODP).** Last day for students to withdraw from the University or drop courses and receive a 25% fee adjustment.
- Feb. 15** 2010–11 Scholarship deadline for MTSU Foundation Scholarships. For more information, visit www.mtsu.edu/scholarships.
- Feb. 26** Second deferred payment installment due

MARCH

- March 1** Summer 2010 priority application submission date to College of Graduate Studies
- March 3** **Last day to drop or withdraw with a grade of “W.”** After this date, courses cannot be dropped on RaiderNet.
- March 8–14** **Spring Break – no classes**
Midterm exams should be scheduled either before students leave for break or soon after their return.
- March 12** **University holiday—no classes**
- March 13** Written doctoral exams begin
- March 26** Last day for filing theses and dissertations for May graduation
Students who withdraw on or after this date will not have their financial aid adjusted.
Official last date of attendance (for students who have not officially withdrawn but have stopped attending) will be determined by the instructor. Students who officially or unofficially withdraw before this date may owe a refund to the U.S. Department of Education and/or MTSU.
- March 27** Written master’s and specialist’s comprehensive exams begin
- March 31** Third deferred payment installment due

APRIL

- April 5–16** Priority registration for Summer and Fall 2010
- April 16** Last day for undergraduate students to file Intent to Graduate forms for December 2010 graduation
- April 21** Last day to withdraw from the University (all classes) and receive a “W” or “F” as determined by the instructor.
- April 23** Deadline to apply for Student Direct or Parent PLUS loans for the 2010 Spring Semester
- April 26** Comprehensive exam results due in College of Graduate Studies
- April 28** Last day of classes
- April 29** Study day—no classes
Completed Summer 2010 graduate assistantships/contracts due in College of Graduate Studies
- April 30** Last day to remove “I” grades for graduate students graduating in May
- April 30–
May 6** Final examinations

May 8 **Spring 2010 Commencement**
Morning ceremony: Colleges of Graduate Studies, Business, and Education and Behavioral Science
Afternoon ceremony: Colleges of Basic and Applied Sciences, Continuing Education and Distance Learning, Liberal Arts, and Mass Communication

May 10 Deadline for final grades

May 17 Summer Classes Begin

Aug. 28 Fall Classes Begin

BUILDING ABBREVIATIONS

AIR	Airport, Hangar 2
AMG	Alumni Memorial Gym
ATF	Airport Teaching Facility
AWS	Miller Lanier Airway Science
BAS	Business and Aerospace Building
BDA	Boutwell Dramatic Arts
CAB	Cope Administration Building
CKNB	Cason-Kennedy Nursing Building
COMM	Bragg Mass Communication Building
DSB	Davis Science Building
DYS	Center for the Study and Treatment of Dyslexia Building
EHS	Ellington Human Sciences
EHSA	Ellington Human Sciences Annex
EZEL	Ezell Hall
FAIR	Fairview Building
FEC	Jean A. Jack Flight Education Center
FEH	Felder Hall
FH	Forrest Hall
HC	Horticulture Center
HONR	Paul W. Martin Sr. Honors Building
HSC	Horse Science Center
ING	Sam H. Ingram Building
JCH	Jim Cummings Hall
JH	Jones Hall
JUB	James Union Building
KUC	Keathley University Center
KOM	Kirksey Old Main
LIB	James E. Walker Library
LRC	McWherter Learning Resources Center
MB	McFarland Building
MC	Murphy Center
MGB	Midgett Building
MOH	Monohan Hall
MTMC	Middle Tennessee Medical Center
OBSV	Observatory
PCS	Pittard Campus School
PH	Peck Hall
PHO	Photography Building
POOL	Natatorium
REC	Health, Wellness, and Recreation Center

ROTX	ROTC Annex
SAG	Stark Agribusiness and Agriscience Center
SBA	Strobel Biology Annex
SFA	Saunders Fine Arts
SMD	Sports and Medicine Building
SMH	Smith Hall
TBA	See Department Head
TODD	Andrew L. Todd Hall
VA	Vocational Agriculture Building
VH	Vaughn House (Diagnostic Center)
VET	Voorhies Engineering Technology
WPS	Wiser-Patten Science Hall
WMB	Wright Music Building

