

Official Dates and Deadlines for Autumn Semester 2017

(See Bill Payment & Cancellation dates on page 2)

Instructional Days & Holidays

Dates	Description
August 31, 2017	Autumn classes begin
September 4, 2017	Labor Day Holiday – no classes, offices closed
November 10, 2017	Veteran’s Day Holiday – no classes, offices closed
November 22, 2017	Student Travel Day – no classes
November 23 – 24, 2017	Thanksgiving Break – no classes, offices closed
December 13, 2017	Student study day – no classes
December 14 – 20, 2017	Autumn Final Examinations, Wednesday – Tuesday (Saturday & Sunday are study days, except for Saturday-only classes which meet Saturday, December 16)

Registration, Adding, & Dropping Classes

Dates	Description
March, 2017	Autumn Semester advising numbers and class schedule available.
April 3 – April 7, 2017	Autumn semester registration begins for continuing students according to class standing or special registration group.
April 8 – September 7, 2017	Open registration for Autumn continues on CyberBear. Limited outages announced on the CyberBear home page.
August 30, 2017 (5:00 p.m.)	Day prior to start of Autumn classes: Last day to withdraw from <u>all classes</u> for Autumn Semester without “W”s on transcript. See refund policy below. Withdrawal forms available at the Registrar’s Office in the Lommasson Center or online.
August 31, 2017	Autumn classes begin.
September 8, 2017	Residency reclassification questionnaires for Autumn 2017 due, though they can be accepted up to the 15 th Class Day. Earlier submission is encouraged to allow time for review and correction or to turn in missing documents. Residency reclassifications may affect tuition and fee assessment.
September 11, 2017 (5:00 p.m.)	Autumn Class Day 7: Last day for students to add Autumn classes via CyberBear without consent of instructor.
September 12, 2017	Instructors must approve all Autumn class adds via electronic Override on CyberBear or paper Override form .
September 21, 2017 (5:00 p.m.)	Autumn Class Day 15: <ul style="list-style-type: none"> ✓ Last day to drop individual Autumn classes on CyberBear with refund ✓ Last day to withdraw from Autumn (drop all courses) with a partial refund – see Withdrawal Policy below. ✓ Last day to add Autumn classes with electronic Override on CyberBear or paper Override form. ✓ Last day to change Autumn credits in variable credit courses & switch grade mode in CyberBear. ✓ Last day to change Autumn grading option to or from audit. ✓ Last day to buy or refuse UM’s student health insurance coverage.
September 21, 2017 (5:01pm)	Any student not registered for at least one course (on schedule in CyberBear) must submit a Petition to Register & Pay After the Deadline . Petitions are reviewed weekly by committee and are not guaranteed approval.
September 22 – November 2, 2017 (5:00 p.m.)	Through Autumn Class Day 45: <ul style="list-style-type: none"> ✓ Autumn course adds & drops require a Course Add/Change or Course Drop form with instructor’s & advisor’s signatures. \$10 fee applies. ✓ A ‘W’ will appear on the transcript for dropped classes. No refunds. ✓ Students can change variable credit amounts and grading options (except audit) using a Course Add/Change form with instructor’s & advisor’s signatures.
October 30 ¹ , 2017	Spring 2018 priority registration TENTATIVELY begins for continuing students according to class standing. See Registrar’s Office website for the registration timetable in early October.
November 3 – TUESDAY, December 12, 2017 (by 5:00 p.m.)	After Autumn Class Day 45: <ul style="list-style-type: none"> ✓ Autumn adds require a Course Add/Change form with instructor’s & advisor’s signatures. \$10 fee applies. ✓ Autumn drops require a Course Drop form with instructor’s, advisor’s, & Dean’s signatures. \$10 fee applies. ✓ A ‘WP’ or ‘WF’ will appear on the transcript for dropped classes. No refunds. ✓ Students can change variable credit amounts, or change grading options, (except audit) using a Course Add/Change form with instructor’s & advisor’s signatures.
December 12, 2017	Last day of Autumn instruction and last day to withdraw from Autumn semester (drop all classes) by 5:00 p.m.
December 13, 2017	Student study day – no classes
December 14 – 20, 2017	Autumn finals week (Thur. – Wed.; Sat. & Sun. are study days, except for Saturday-only classes which meet Sat.)

Bill Payment & Cancellation Deadlines

Dates	Description
July 24, 2017	Registration Bills available to view and pay on CyberBear at 1:00 p.m.
August 21, 2017	Financial aid begins to disburse nightly to student accounts. Students must have met all financial aid requirements and completed the Registration Payment process before aid will disburse.
August 22, 2017	First refund file processed for Autumn Semester 2017. Refunds are processed on Tuesdays and Fridays throughout the term. Exceptions may occur due to holidays. Must have completed registration payment process and met all financial aid requirements for financial aid to disburse and refund to be issued.
August 22 – September 19, 2017	Students with financial aid who drop, add, change classes or withdraw from all classes may see an adjustment of their financial aid and may be required to repay a portion of it. Call (406) 243-2223 for info.
August 30, 2017	All students are <u>highly encouraged</u> to pay their registration bill before the semester starts in order to access student services that are covered in the registration bill.
September 12, 2017 @ 12:01am	\$80 Late Registration Fee assessed to students who have not paid their Registration Bill.
September 12 – September 21, 2017	\$80 Late Registration Fee in effect for all newly registering students! Newly registering students between September 12 & September 21, 2017 (Class Day 15) will automatically be assessed the \$80 Late Registration Fee.
September 22, 2017 and beyond	ADDITIONAL \$80 late registration fee (for a total of \$160) assessed to any unpaid student and those approved to newly register via the Petition to Register & Pay After the Deadline .
November 2, 2017 By midnight	PAYMENT DEADLINE for Autumn Semester 2017. IMPORTANT! - If financial aid, VA Benefits, or any other funding is covering all costs (owe \$0 or negative balance), you must still click the “Pay Registration Bill” button in CyberBear. Failure to do this by the deadline will result in class cancellation . Print or save the confirmation screen for your records!
November 3, 2017	Any student who has not completed the Registration Bill payment process will be cancelled.

Autumn Withdrawal Procedures & Refund Information

- ✓ **Withdrawal definition:** Dropping **all** courses in a semester.
- ✓ Withdrawals cannot be done by dropping all classes on CyberBear. Students must turn in a [Semester Withdrawal form](#).
- ✓ Withdrawal forms must be **RECEIVED** at Griz Central Registration Counter by **5:00 p.m.** on the deadlines listed below to receive appropriate refund of tuition & fees. More information at (406)243-2223.

Withdrawal Deadlines	Refund Percentage on Tuition & Fees (less \$30 Registration Fee)	Period of Withdrawal	Comments
August 30, 2017 by 5:00 p.m.	100%	On or before 8/30/17	Withdrawing from <u>all courses</u> for Autumn Semester 2017 is a 100% refund of tuition and fees.
September 7, 2017 by 5:00 p.m.	90%	8/31 – 9/7/17	Withdrawing from <u>all courses</u> for Autumn Semester 2017 is a 90% refund of tuition and fees.
September 14, 2017 by 5:00 p.m.	75%	9/8 – 9/14/17	Withdrawing from <u>all courses</u> for Autumn Semester 2017 is a 75% refund of tuition and fees.
September 21, 2017 by 5:00 p.m.	50%	9/15 – 9/21/17	Withdrawing from <u>all courses</u> for Autumn Semester 2017 is a 50% refund of tuition and fees.
On and after September 22, 2017	0%	9/22/17 and after	Withdrawing from all courses for Autumn Semester 2017 on or after September 22, 2017 is a 0% refund of tuition and fees.

Deferred Payment Plan Deadlines

Dates	Description
September 11, 2017	1 st Deferred Payment Due. Students who do not meet this deadline risk removal from the Deferred Payment Plan (DPP) option.
September 18, 2017 by 5pm	Deferred Payment Plan application will be available until 5:00 p.m. DPP application available in CyberBear (Payment and Account menu). A \$30 administrative fee will be charged.
October 2, 2017	2 nd Deferred Payment Due (Oct. 1 is a Sunday)
October 3, 2017	\$15.50 late fee charged if 2 nd DPP installment not paid in full
November 1, 2017	3 rd Deferred Payment Due
November 2, 2017	\$15.50 late fee charged if 3 rd DPP installment not paid in full
December 1, 2017	4 th Deferred Payment Due
December 2, 2017	\$15.50 late fee charged if 4 th DPP installment not paid in full

Graduation Application Deadlines

Dates	Description
April 29, 2017 – October 2, 2017	Autumn 2017 Late Graduation Applications accepted with \$40 fee and additional \$15 late fee. Applications received after deadline will be reviewed for the next term.
October 27, 2017	Spring 2018 Graduation Applications Due – Department approved undergraduate degree applications for graduation are due with a \$40 application fee paid in treasury (Lommasson 237). <i>Applications should be submitted to departments 14 days in advance of this deadline.</i>
October 28, 2017 – March 5, 2018	Spring 2018 Late Graduation Applications accepted with \$40 fee and additional \$15 late fee. Applications received after deadline will be reviewed for the next term.
February 23, 2018	Summer 2018 Graduation Applications Due – Department approved undergraduate degree applications for graduation are due with a \$40 application fee paid in treasury (Lommasson 237). <i>Applications should be submitted to departments 14 days in advance of this deadline.</i>
February 24, 2018 – June 4, 2018	Summer 2018 Late graduation applications accepted with \$40 fee and additional \$15 late fee. Applications received after deadline will be reviewed for the next term.
April 27, 2018	Autumn 2018 Graduation Applications Due – Department approved undergraduate degree applications for graduation are due with a \$40 application fee paid in treasury (Lommasson 237). <i>Applications should be submitted to departments 14 days in advance of this deadline.</i>

For assistance or questions about dates and deadlines, please call the Registrar's Office at (406)243-5600 or email registration@umontana.edu.