

## Official Dates and Deadlines for Spring Semester & Wintersession 2018

### Instructional Days & Holidays

Dates	Description
January 2, 2018	Wintersession classes begin
January 15, 2018	Martin Luther King, Jr. Day Holiday – no classes, offices closed
January 19, 2018	Wintersession Final Examinations
January 22, 2018	Spring classes begin
February 19, 2018	President’s Day Holiday – no classes, offices closed
March 26 – 30, 2018	Spring Break – no classes
May 4, 2018	Last instructional day of Spring
May 7 – 11, 2018	Spring Final Examinations

### Registration, Adding, & Dropping Classes

Dates	Description
Early October, 2017	Spring Semester/Wintersession time tickets issued; advising numbers and class schedule available.
October 30 – November 3, 2017	Spring Semester/Wintersession registration begins for continuing students <a href="#">according to class standing or special registration group</a> . View your time ticket on CyberBear under Registration Notices for Spring Semester 2018.
November 4, 2017 – January 30, 2018	Spring open registration continues on CyberBear. **Wintersession open registration ceases January 2 <sup>nd</sup> @5pm.
December 29, 2018 (5:00pm)	Last day to withdraw from <u>all classes for Wintersession</u> without “W”s on transcript <i>if not also registered for Spring</i> . <a href="#">Withdrawal forms</a> available at the Registrar’s Office in 201 Lommasson Center or online.
January 2, 2018 (5:00pm)	<b>Wintersession classes begin.</b> Last day to add Wintersession classes via CyberBear without consent.
January 4, 2018 (5:00pm)	<ul style="list-style-type: none"> <li>✓ Last day to drop individual winter classes on CyberBear with refund/reduced bill + no “W” on transcript. (only partial refund if <i>not</i> taking Spring classes; “W”s on transcript per <a href="#">Semester Withdrawal</a> policy)</li> <li>✓ Last day to add Wintersession classes with Registration Override slip.</li> <li>✓ Last day to change Wintersession credits in variable credit courses &amp; switch grade mode in CyberBear.</li> <li>✓ Last day to change Wintersession grading option to or from audit.</li> </ul>
January 5 - 11, 2018 (5:00pm)	<b>Through Wintersession Day 8:</b> <ul style="list-style-type: none"> <li>✓ Wintersession course adds &amp; drops require a Course Add/Change or Course Drop form with instructor’s signature. \$10 fee applies.</li> <li>✓ A ‘W’ will appear on the transcript for dropped classes. No refunds.</li> <li>✓ Students can change variable credit amounts and grading options (<b>except audit</b>) using a Course Add/Change form with instructor’s signature.</li> </ul>
January 12 - 18, 2018 (5:00pm)	<b>After Wintersession Day 8 through last day of Wintersession instruction:</b> <ul style="list-style-type: none"> <li>✓ Wintersession adds require a Course Add/Change form with instructor’s signature. \$10 fee applies.</li> <li>✓ Wintersession drops require a Course Drop form with instructor’s and Dean’s signatures. \$10 fee applies.</li> <li>✓ A ‘WP’ or ‘WF’ will appear on the transcript for dropped classes. No refunds.</li> <li>✓ Students can change variable credit amounts, or change grading options, (<b>except audit</b>) using a Course Add/Change form with instructor’s signature.</li> </ul>
January 18, 2018	<b>Last day of Wintersession instruction.</b> Last chance to make changes or withdraw from Wintersession by 5pm.
January 19, 2018	Wintersession finals.
January 19, 2018 (5:00pm)	<b>Friday prior to start of Spring classes:</b> Last day to withdraw from <u>all classes</u> for Spring Semester without “W”s on transcript. See refund policy below. <a href="#">Withdrawal forms</a> available at the Registrar’s Office in 201 Lommasson Center or online.
January 22, 2018	<b>Spring classes begin.</b>
January 26, 2018	<a href="#">Residency reclassification</a> questionnaires for Spring 2018 due, though they can be accepted up to the 15 <sup>th</sup> Class Day. Earlier submission is encouraged to allow time for review and correction or to turn in missing documents.
January 30, 2018 (5:00pm)	<b>Spring Class Day 7:</b> Last day for students to add Spring classes via CyberBear without consent.
January 31, 2018	Instructors must approve all Spring class <b>adds</b> via electronic Override on CyberBear or <a href="#">paper Override form</a> .
February 9, 2018 (5:00pm)	<b>Spring Class Day 15:</b> <ul style="list-style-type: none"> <li>✓ Last day to drop individual Spring classes on CyberBear with refund + no “W” on transcript</li> <li>✓ Last day to <a href="#">withdraw</a> from Spring (drop all courses) with a partial refund; “W”s on transcript per Semester Withdrawal policy – see policy below</li> <li>✓ Last day to add Spring courses with electronic Override on CyberBear or <a href="#">paper Override form</a>.</li> <li>✓ Last day to change Spring credits in variable credit courses &amp; switch grade mode in CyberBear.</li> <li>✓ Last day to change Spring grading option to or from audit.</li> <li>✓ Last day to buy or refuse UM’s student health insurance coverage.</li> </ul>
February 9, 2018	Any student not registered for at least one course (on schedule in CyberBear) must submit a <a href="#">Petition to Register</a>

Dates	Description
(5:01pm)	<a href="#">&amp; Pay After the Deadline</a> . Petitions are reviewed weekly by committee and are not guaranteed approval.
February 10 – April 2, 2018 (5:00pm)	<b>Through Spring Class Day 45:</b> <ul style="list-style-type: none"> <li>✓ Spring course adds &amp; drops require a <a href="#">Course Add/Change</a> or <a href="#">Course Drop form</a> with instructor's &amp; advisor's signatures. \$10 fee applies.</li> <li>✓ A 'W' will appear on the transcript for dropped courses. No refunds.</li> <li>✓ Students can change variable credit amounts and grading options (<b>except audit</b>) using a <a href="#">Course Add/Change form</a> with instructor's &amp; advisor's signatures.</li> </ul>
April 2 – 6, 2018	Autumn 2018 priority registration TENTATIVELY begins for continuing students according to class standing. See CyberBear Registration Notices or Registrar's Office website for the <a href="#">registration timetable</a> in March.
April 3 – May 4, 2018 (by 5:00pm)	<b>After Spring Class Day 45:</b> <ul style="list-style-type: none"> <li>✓ Spring adds require a <a href="#">Course Add/Change form</a> with instructor's &amp; advisor's signatures. \$10 fee applies.</li> <li>✓ Spring drops require a <a href="#">Course Drop form</a> with instructor's, advisor's, &amp; Dean's signatures. \$10 fee applies.</li> <li>✓ A 'WP' or 'WF' will appear on the transcript for dropped classes. No refunds.</li> <li>✓ Students can change variable credit amounts, or change grading options, (<b>except audit</b>) using a <a href="#">Course Add/Change form</a> with instructor's &amp; advisor's signatures.</li> </ul>
May 4, 2018	<b>Last day of Spring instruction</b> and last day to <a href="#">withdraw</a> from Spring semester (drop all classes) by 5:00pm
May 7 – May 11, 2018	Spring finals week.
May 12, 2018	<b>Commencement</b>
May 15, 2018	Faculty grades due to Registrar's Office by 11:59pm.
May 18, 2018	Grades expected to post to Cyberbear on or around this date.

### Bill Payment & Cancellation Deadlines

Dates	Description
January 2, 2018	Registration Bills available to view and pay on CyberBear at 1:00 p.m.
January 15, 2018	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.
January 17, 2018	<b>First refund file processed for Spring Semester 2018.</b> 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.
January 17 – February 9, 2018	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.
January 22, 2018	<b>1<sup>st</sup> CLASS DAY OF SPRING SEMESTER 2018</b> All students are <b>highly encouraged</b> to pay their registration bill before the semester starts in order to access student services that are covered in the registration bill.
January 30, 2018	<b>7<sup>th</sup> CLASS DAY OF SPRING SEMESTER 2018</b> Payment deadline (midnight) to avoid \$80 Late Registration Fee.
January 31, 2018 @ 12:01am	<b>\$80 Late Registration Fee assessed to students who have not paid their Registration Bill.</b>
January 31 – February 9, 2018	<b>\$80 Late Registration Fee in effect for all newly registering students!</b> Newly registering students between January 31 & February 9, 2018 (Class Day 15) will automatically be assessed the \$80 Late Registration Fee.
February 9, 2018	<b>15<sup>TH</sup> CLASS DAY OF SPRING SEMESTER 2018</b> Payment deadline (midnight) to avoid additional \$80 Late Registration Fee.
February 10, 2018 (12:01 AM) and beyond	<b>ADDITIONAL \$80 late registration fee (for a total of \$160) assessed</b> to any unpaid student and those approved to newly register via the <a href="#">Petition to Register &amp; Pay After the Deadline</a> .
March 25, 2018 by midnight	<b>PAYMENT DEADLINE</b> for Spring Semester 2018. <b>IMPORTANT!</b> - If Financial Aid, VA Benefits, or any other funding is covering all costs (owe \$0 or negative balance), <b>you must still click the "Pay Registration Bill" button in CyberBear.</b> Failure to do this by the deadline will result in class cancellation. Print or save the confirmation screen for your records!
March 26, 2018	Any student who has not completed the Registration Bill payment process will be cancelled.

### Deferred Payment Plan Deadlines

Dates	Description
January 30, 2018	1 <sup>st</sup> Deferred Payment Due. Students who do not meet this deadline risk removal from the Deferred Payment Plan (DPP) option.
February 16, 2018	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.
March 1, 2018	2 <sup>nd</sup> Deferred Payment Due
March 2, 2018	\$15 late fee charged if 2 <sup>nd</sup> DPP installment not paid in full
April 2, 2018	3 <sup>rd</sup> Deferred Payment Due (April 1 <sup>st</sup> is a Sunday.)
April 3, 2018	\$15 late fee charged if 3 <sup>rd</sup> DPP installment not paid in full
May 1, 2018	4 <sup>th</sup> Deferred Payment Due
May 2, 2018	\$15 late fee charged if 4 <sup>th</sup> DPP installment not paid in full

### Withdrawal Procedures & Refund Information

- ✓ **Withdrawal definition:** Dropping all courses in a semester after payment process is complete. “W”s appear on transcript if not withdrawn *prior* to the first instructional day of the term.
- ✓ Withdrawals cannot be done by dropping all classes on CyberBear. Students must turn in a [Semester Withdrawal form](#).
- ✓ Withdrawal forms must be **RECEIVED** by a Withdrawal Coordinator by **5:00 pm** on the deadlines listed below to receive appropriate refund of tuition & fees. More information on the [Student Accounts web page](#) or call (406)243-2223.
- ✓ **Wintersession:** if not attending Spring, see Student Accounts for possible partial refund before January 4.

Withdrawal Deadlines	Refund Percentage on Tuition & Fees (less \$30 Registration Fee)	Period of Withdrawal	Comments
January 19, 2018 by 5:00pm	100%	On or before 1/19/18	Withdrawing from <u>all courses</u> for Spring Semester 2018 is a 100% refund of tuition and fees.
January 26, 2018 by 5:00pm	90%	1/22 – 1/26/18	Withdrawing from <u>all courses</u> for Spring Semester 2018 is a 90% refund of tuition and fees.
February 2, 2018 by 5:00pm	75%	1/27 – 2/2/17	Withdrawing from <u>all courses</u> for Spring Semester 2018 is a 75% refund of tuition and fees.
February 9, 2018 by 5:00pm	50%	2/3 - 2/9/17	Withdrawing from <u>all courses</u> for Spring Semester 2018 is a 50% refund of tuition and fees.
On or after February 10, 2018	0%	2/10 or after	Withdrawing from all courses for Spring Semester 2018 on or after February 11, 2018 is a 0% refund of tuition and fees.

### Graduation Application Deadlines & Commencement Information

Dates	Description
November 14, 2017 – March 5, 2018	<b>Spring 2018 Late</b> Graduation Applications accepted with \$40 fee and additional \$15 late fee. Applications received after March 5 will be reviewed for the next term.
February 23, 2018	<b>Summer 2018</b> 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 – June 4, 2018	<b>Summer 2018 Late</b> graduation applications accepted with \$40 fee and additional \$15 late fee. Applications received after June 4 will be reviewed for the next term.
April 27, 2018	<b>Autumn 2018</b> 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>
April 28 – October 1, 2018	<b>Autumn 2018 Late</b> Graduation Applications accepted with \$40 fee and additional \$15 late fee. Applications received after October 1 will be reviewed for the next term.
May 12, 2018	<b>Commencement Ceremonies</b> for Spring 2018, Summer 2018, and Autumn 2018 graduates. More ceremony info will be available on <a href="#">Commencement web page</a> as date approaches.
October 26, 2018	<b>Spring 2019</b> Graduation Applications Due – Department approved undergraduate degree applications for graduation are due with a \$40 application fee paid at 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](mailto:registration@umontana.edu).