

## Official Dates and Deadlines for Spring Semester & Wintersession 2017

### Instructional Days & Holidays

Dates	Description
January 3, 2017	Wintersession classes begin
January 16, 2017	Martin Luther King, Jr. Day Holiday – no classes, offices closed
January 20, 2017	Wintersession Final Examinations
January 23, 2017	Spring classes begin
February 20, 2017	President’s Day Holiday – no classes, offices closed
March 20 – 24, 2017	Spring Break – no classes
May 5, 2017	Last instructional day of Spring
May 8 – 12, 2017	Spring Final Examinations

### Registration, Adding, & Dropping Classes

Dates	Description
Early October, 2016	Spring Semester/Wintersession advising numbers and class schedule available.
October 10 – October 21, 2016	Spring Semester/Wintersession registration begins for continuing students according to class standing within alphabetical schedule.
October 22, 2016 – January 31, 2017	Spring open registration continues on CyberBear. **Wintersession open registration ceases January 3 <sup>rd</sup> @5pm.
December 30, 2016 (5:00pm)	Last day to withdraw from all classes for Wintersession without “W”s on transcript <i>if not also registered for Spring</i> . <a href="#">Withdrawal forms</a> available at Griz Central Registration Counter in the Lommasson Center or online.
January 3, 2017 (5:00pm)	<b>Wintersession classes begin.</b> Last day to add Wintersession classes via CyberBear without consent.
January 5, 2017 (5:00pm)	<ul style="list-style-type: none"> <li>✓ <b>Last day to drop individual Winter classes on CyberBear with refund/reduced bill + no “W” on transcript.</b> (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 6 - 12, 2017 (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 13 - 19, 2017 (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 19, 2017	<b>Last day of Wintersession instruction.</b> Last chance to make changes or withdraw from Wintersession by 5pm.
January 20, 2017	Wintersession finals.
January 20, 2017 (5:00pm)	<b>Friday prior to start of Spring classes:</b> Last day to withdraw from <u>all</u> classes for Spring Semester without “W”s on transcript. See refund policy below. <a href="#">Withdrawal forms</a> available at Griz Central Registration Counter in the Lommasson Center or online.
January 23, 2017	<b>Spring classes begin.</b>
January 27, 2017	<a href="#">Residency reclassification</a> questionnaires must be received in time to have review completed prior to 15 <sup>th</sup> Class Day. Residency reclassifications may affect tuition and fee assessment.
January 31, 2017 (5:00pm)	<b>Spring Class Day 7:</b> Last day for students to add Spring classes via CyberBear without consent.
February 1, 2017	Instructors must approve all Spring class <b>adds</b> via electronic Override on CyberBear or <a href="#">paper Override form</a> .
February 10, 2017 (5:00pm)	<b>Spring Class Day 15:</b> <ul style="list-style-type: none"> <li>✓ <b>Last day to drop individual Spring classes on CyberBear with refund + no “W” on transcript</b></li> <li>✓ Last day to fully <a href="#">withdraw</a> from Spring w/ partial refund; “W”s on transcript per Semester Withdrawal policy</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>

Dates	Description
February 10, 2017 (5:01pm)	Any student not registered for at least one course (on schedule in CyberBear) must submit a <a href="#">Petition to Register &amp; Pay After the Deadline</a> . Petitions are reviewed weekly by committee and are not guaranteed approval.
February 11 – April 3, 2017 (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 4 – May 5, 2017 (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 5, 2017	<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 8 – May 12, 2017	Spring finals week.

### Bill Payment & Cancellation Deadlines

Dates	Description
January 3, 2017	<b>Registration Bills</b> available to view and pay on CyberBear at 1:00pm
January 13, 2017 By midnight	<b>If you expect to receive a refund from scholarships/financial aid payments/etc. click "Pay Registration Bill" in CyberBear by midnight on this date to receive the earliest possible refund.</b> Print or save the confirmation screen for your records!
January 16, 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.
January 17 – February 10, 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.
January 18, 2017	<u>First</u> refund file processed for Spring Semester 2017. Refund files are sent Tuesday and Friday mornings 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.
January 31, 2017 @ 11:59pm	<b>PAYMENT DEADLINE for Spring/Wintersession 2017</b> <b>Registration Bill payment due to avoid \$80 late registration fee assessment at 12:01am on February 1<sup>st</sup>.</b> <b>IMPORTANT!</b> - If financial aid, VA Benefits, or any other funding is covering all costs, you must still click the " <b>Pay Registration Bill</b> " button in CyberBear & see confirmation screen to be considered "Paid".
February 1, 2017 @ 12:01am	\$80 Late Registration Fee assessed to students who have not paid their Registration Bill.
February 1 – February 10, 2017	<b>\$80 Late Registration Fee in effect for all newly registering students!</b> Newly registering students between these days (Class Day 8 – 15) will be automatically assessed the \$80 Late Registration Fee.
February 10, 2017 @5pm	If bill cannot be paid by Sunday, February 12 <sup>th</sup> , students must make payment arrangements with the Business Services – Student Accounts office in Lommasson or call (406)243-2223 by this deadline.
February 12, 2017 By midnight	<b>PAYMENT DEADLINE TO AVOID CANCELLATION OF CLASSES or ADDITIONAL LATE FEE</b> All students must pay or have made payment arrangements by midnight to avoid cancellation of classes. <b>IMPORTANT!</b> - If financial aid, VA Benefits, or any other funding is covering all costs (ZERO balance or REFUND to be issued), you must still click the " <b>Pay Registration Bill</b> " button in CyberBear & see confirmation screen to be considered "Paid". Print or save the confirmation screen for your records!
February 13, 2017	ADDITIONAL \$80 Late Registration Fee (for a total of <u>\$160</u> ) assessed to any unpaid student who has made payment arrangements with Business Services – Student Accounts and those approved to newly register/re-register via the <a href="#">Petition to Register &amp; Pay After the Deadline</a> .

### Deferred Payment Plan Deadlines

Dates	Description
October 10, 2016	Deferred Payment Plan application available in CyberBear (Payment and Account menu). A \$30 administrative fee will be charged. Deferred Payment Plan application will be unavailable after 5:00pm February 10, 2017.
January 3, 2017 through February 15, 2017	1 <sup>st</sup> Deferred Payment Due upon initial payment of Registration Bill. Note: after February 15, 2017 both the 1 <sup>st</sup> AND 2 <sup>nd</sup> payment may be required.
February 10, 2017	Deferred Payment Plan electronic application no longer available in CyberBear after 5pm.
February 13, 2017	Application for Deferred Payment Plan must be completed in person in Student Accounts – Business Services and requires special approval.
March 1, 2017	2 <sup>nd</sup> Deferred Payment Due
March 2, 2017	\$15 late fee charged if 2 <sup>nd</sup> DPP installment not paid in full
April 1, 2017	3 <sup>rd</sup> Deferred Payment Due
April 4, 2017	\$15 late fee charged if 3 <sup>rd</sup> DPP installment not paid in full
May 1, 2017	4 <sup>th</sup> Deferred Payment Due
May 2, 2017	\$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** at Griz Central Registration Counter by **5:00 pm** on the deadlines listed below to receive appropriate refund of tuition & fees. More information at: <http://www.umt.edu/catalog/academics/academic-policy-procedure2.php> and <http://www.umt.edu/catalog/expenses-services-organizations/expenses/default.php>.
- ✓ **Wintersession:** if not attending Spring, see Student Accounts for possible partial refund before January 5.

SPRING Withdrawal Deadlines	Refund Percentage on Tuition & Fees (less \$30 Registration Fee)	Period of Withdrawal	Comments
January 20, 2017 by 5:00pm	100%	On or before 1/20/17	Withdrawing from <u>all courses</u> for Spring Semester 2017 is a 100% refund of tuition and fees.
January 27, 2017 by 5:00pm	90%	1/21 – 1/27/17	Withdrawing from <u>all courses</u> for Spring Semester 2017 is a 90% refund of tuition and fees.
February 3, 2017 by 5:00pm	75%	1/28 – 2/3/17	Withdrawing from <u>all courses</u> for Spring Semester 2017 is a 75% refund of tuition and fees.
February 10, 2017 by 5:00pm	50%	2/4 - 2/10/17	Withdrawing from <u>all courses</u> for Spring Semester 2017 is a 50% refund of tuition and fees.
On or after February 11, 2017	0%	2/11/17 or after	Withdrawing from all courses for Spring Semester 2017 on or after February 11, 2017 is a 0% refund of tuition and fees.

### Graduation Application Deadlines & Commencement Information

Dates	Description
November 1, 2016 – March 6, 2017	<b>Spring 2017 <u>Late</u></b> Graduation Applications accepted with \$40 fee and additional \$15 late fee. Applications received after March 6 will be reviewed for the next term.
February 24, 2017	<b>Summer 2017</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 25 – June 5, 2017	<b>Summer 2017 <u>Late</u></b> graduation applications accepted with \$40 fee and additional \$15 late fee. Applications received after June 5 will be reviewed for the next term.
April 28, 2017	<b>Autumn 2017</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 29 – October 2, 2017	<b>Autumn 2017 <u>Late</u></b> Graduation Applications accepted with \$40 fee and additional \$15 late fee. Applications received after October 2 will be reviewed for the next term.
May 13, 2017	<b>Commencement Ceremonies</b> for Spring 2017, Summer 2017, and Autumn 2016 graduates. More ceremony info will be available at <a href="http://umt.edu/graduation">umt.edu/graduation</a> as date approaches.
October 27, 2017	<b>Spring 2018</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)243-2995 or email [registration@umontana.edu](mailto:registration@umontana.edu).