

Official Dates and Deadlines for Autumn Semester 2018

(See Bill Payment & Cancellation dates on page 2)

Instructional Days & Holidays

Dates	Description
August 27, 2018	Autumn classes begin
September 3, 2018	Labor Day Holiday – no classes, offices closed
November 6, 2018	Election Day – no classes, offices closed
November 12, 2018	Veteran’s Day Observed – no classes, offices closed
November 21, 2018	Student Travel Day – no classes
November 22 – 23, 2018	Thanksgiving Break – no classes, offices closed
December 7, 2018	Last day of regular Autumn classes
December 10 – 14, 2018	Autumn Final Examinations

Registration, Adding, & Dropping Classes

Dates	Description
March, 2018	Autumn Semester advising numbers and class schedule available.
April 2 – April 6, 2018	Autumn semester registration begins for continuing students according to class standing or special registration group.
April 7 – September 5, 2018	Open registration for Autumn continues on CyberBear. Limited outages announced on the CyberBear home page.
August 24, 2018 (5:00 p.m.)	Friday 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 27, 2018	Autumn classes begin.
August 31, 2018	Residency reclassification questionnaires for Autumn 2018 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 5, 2018 (5:00 p.m.)	Autumn Class Day 7: Last day for students to add Autumn classes via CyberBear without consent of instructor.
September 6-17, 2018	Instructors must approve all Autumn class adds via electronic Override on CyberBear or paper Override form .
September 17, 2018 (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 17, 2018 (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 18 – October 29, 2018 (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) on eligible courses using a Course Add/Change form with instructor’s & advisor’s signatures.
October 22, 2018	Spring 2019 priority registration TENTATIVELY begins for continuing students according to class standing. See Registrar’s Office website for the registration timetable in early October.
October 30, 2018 – December 7, 2018 (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 7, 2018	Last day of Autumn instruction and last day to withdraw from Autumn semester (drop all classes) by 5:00 p.m.
December 10 – 14, 2018	Autumn finals week

Bill Payment & Cancellation Deadlines

Dates	Description
July 23, 2018	Registration Bills available to view and pay on CyberBear at 1:00 p.m.
August 20, 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.
August 21, 2018	First refund file processed for Autumn Semester 2018. 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 21 – September 19, 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.
August 27, 2018	First class day for Autumn semester 2018. 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 5, 2018 By midnight	First registration bill payment deadline. Registration bill must be paid by midnight Wednesday, 9/5/18, to avoid an \$80.00 Late Registration Fee.
September 6 – September 17, 2018	\$80.00 Late Registration Fee assessed to all students that have not paid their Registration Bill. Also, newly registering students between September 6 & September 17, 2018 (Class Day 15) will automatically be assessed the \$80 Late Registration Fee.
September 18, 2018 @ 12:01am 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 .
September 30, 2018 By midnight	PAYMENT DEADLINE for Autumn Semester 2018. 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!
October 1, 2018	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 the Office of the Registrar 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 24, 2018 by 5:00 p.m.	100%	On or before 8/24/18	Withdrawing from <u>all courses</u> for Autumn Semester 2018 is a 100% refund of tuition and fees.
August 31, 2018 by 5:00 p.m.	90%	8/25 – 8/31/18	Withdrawing from <u>all courses</u> for Autumn Semester 2018 is a 90% refund of tuition and fees.
September 10, 2018 by 5:00 p.m.	75%	9/1 – 9/10/18	Withdrawing from <u>all courses</u> for Autumn Semester 2018 is a 75% refund of tuition and fees.
September 17, 2018 by 5:00 p.m.	50%	9/11 – 9/17/18	Withdrawing from <u>all courses</u> for Autumn Semester 2018 is a 50% refund of tuition and fees.
On and after September 18, 2018	0%	9/18/18 and after	Withdrawing from all courses for Autumn Semester 2018 on or after September 18, 2018 is a 0% refund of tuition and fees.

Deferred Payment Plan Deadlines

Dates	Description
September 5, 2018	1 st Deferred Payment Due. Students who do not meet this deadline risk removal from the Deferred Payment Plan (DPP) option.
September 21, 2018 by 5pm	Deferred Payment Plan application will be available until 5:00 p.m. in CyberBear. Students on the Deferred Payment Plan who have not paid/finalized will be removed from the Plan on October 1, 2018
October 1, 2018	2 nd Deferred Payment Due
October 2, 2018	\$15.50 late fee charged if 2 nd DPP installment not paid in full
November 1, 2018	3 rd Deferred Payment Due
November 2, 2018	\$15.50 late fee charged if 3 rd DPP installment not paid in full
December 3, 2018	4 th Deferred Payment Due (December 1 st is a Saturday)
December 4, 2018	\$15.50 late fee charged if 4 th DPP installment not paid in full

Graduation Application Deadlines

Dates	Description
April 27, 2018 – October 1, 2018	Autumn 2018 Late Graduation Applications accepted with \$40 fee and additional \$15 late fee. Applications received after deadline will be reviewed for the next term.
November 9, 2018	Spring 2019 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>
November 10, 2018 – March 4, 2019	Spring 2019 Late Graduation Applications accepted with \$40 fee and additional \$15 late fee. Applications received after deadline will be reviewed for the next term.
February 22, 2019	Summer 2019 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 23, 2019 – June 3, 2019	Summer 2019 Late graduation applications accepted with \$40 fee and additional \$15 late fee. Applications received after deadline will be reviewed for the next term.
April 26, 2019	Autumn 2019 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.