

Official Dates and Deadlines for Spring Semester 2019

(See Bill Payment & Cancellation dates on page 2)

Instructional Days & Holidays

Dates	Description
January 10, 2019	Spring classes begin
January 21, 2019	Martin Luther King, Jr. Day – no classes, offices closed
February 18, 2019	Presidents’ Day – no classes, offices closed
March 25-29, 2019	Spring Break – no classes
April 26, 2019	Last day of regular Spring Classes
April 29-May 3, 2019	Spring Final Exams

Registration, Adding, & Dropping Classes

Dates	Description
September 27, 2018	Spring semester advising PINs and class schedule available.
October 22-October 26, 2018	Spring 2019 semester registration begins for continuing students according to class standing or special registration group.
October 26, 2018-January 18, 2019	Open registration for Spring continues on CyberBear. Limited outages announced on the CyberBear home page.
January 9, 2019 (5:00 p.m.)	Prior to start of Spring classes: Last day to withdraw from all classes for Spring Semester without “W”s on transcript. See refund policy below. Withdrawal forms available at the Registrar’s Office in the Lommasson Center or online.
January 10, 2019	Spring classes begin.
January 16, 2019	Residency reclassification questionnaires for Spring 2019 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.
January 18, 2019 (5:00 p.m.)	Spring Class Day 7: Last day for students to add Spring classes via CyberBear without consent of instructor.
Jan. 19-Jan. 31, 2019	Instructors must approve all Spring class adds via electronic override on CyberBear.
January 31, 2019 (5:00 p.m.)	Spring Class Day 15: <ul style="list-style-type: none"> ✓ Last day to drop individual Spring classes on CyberBear with refund ✓ Last day to withdraw from Spring (drop all courses) with a partial refund – see Withdrawal Policy below. ✓ Last day to add Spring classes with electronic Override on CyberBear. ✓ Last day to change Spring credits in variable credit courses & switch grade mode in CyberBear without permission. ✓ Last day to change Spring grading option to or from audit. ✓ Last day to buy or refuse UM’s student health insurance coverage.
February 1, 2019 (5:00 p.m.)	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.
February 1-March 15, 2019 (5:00 p.m.)	Through Spring Class Day 45: <ul style="list-style-type: none"> ✓ Spring course adds & drops require electronic or paper 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 an electronic or paper Course Add/Change form with instructor’s & advisor’s signatures.
March 18, 2019	Autumn 2019 priority registration begins for continuing students according to class standing. See Registrar’s Office website for the registration timetable .
March 16-April 26, 2019 (5:00 p.m.)	After Spring Class Day 45: <ul style="list-style-type: none"> ✓ Spring adds require an electronic or paper Course Add/Change form with instructor’s & advisor’s signatures. \$10 fee applies. ✓ Spring drops require an electronic or paper 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 an electronic or paper Course Add/Change form with instructor’s & advisor’s signatures.
April 26, 2019	Last day of Spring instruction and last day to withdraw from Spring semester (drop all classes) by 5:00 p.m.
April 29-May 3, 2019	Spring finals week
May 10, 2019	Grades post to student transcripts and CyberBear on or around this date

Bill Payment & Cancellation Deadlines

Dates	Description
December 5, 2018 @ 1pm	Registration Bills available to view and pay on CyberBear at 1:00 p.m.
January 3, 2019	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 4, 2019	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.
January 4- February 1, 2019	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 10, 2019	First class day for Spring semester 2019. 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.
January 18, 2019 By midnight	First registration bill payment deadline. Registration bill must be paid by midnight Friday, 1/18/19, to avoid an \$80 late registration fee.
January 19, 2019	\$80.00 late registration fee assessed to all students that have not paid their Registration Bill. Newly registering students between January 19 & January 31, 2018 (Class day 15) will automatically be assessed the \$80 late registration fee.
January 31, 2019	FINAL PAYMENT DEADLINE for Spring Semester 2019. 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!
February 1, 2019	Class Cancellation: any student who has not completed the registration bill payment process will be cancelled

Spring 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 (Withdrawal on or before this date)	Refund Percentage on Tuition & Fees (less \$30 Registration Fee)	Comments
January 9, 2019 by 5:00 p.m.	100%	Withdrawing from <u>all courses</u> for Spring Semester 2019 is a 100% refund of tuition and fees.
January 16, 2019 by 5:00 p.m.	90%	Withdrawing from <u>all courses</u> for Spring Semester 2019 is a 90% refund of tuition and fees.
January 24, 2019 by 5:00 p.m.	75%	Withdrawing from <u>all courses</u> for Spring Semester 2018 is a 75% refund of tuition and fees.
January 31, 2019 by 5:00 p.m.	50%	Withdrawing from <u>all courses</u> for Spring Semester 2018 is a 50% refund of tuition and fees.
On and after February 1, 2019	0%	Withdrawing from all courses for Spring Semester 2018 on or after February 1, 2019 is a 0% refund of tuition and fees.

Deferred Payment Plan Deadlines

Dates	Description
January 18, 2019	1 st Deferred Payment Due. Students who do not meet this deadline risk removal from the Deferred Payment Plan (DPP) option.
March 1, 2019	2 nd Deferred Payment Due
March 2, 2019	\$15.50 late fee charged if 2 nd DPP installment not paid in full
April 1, 2019	3 rd Deferred Payment Due
April 2, 2019	\$15.50 late fee charged if 3 rd DPP installment not paid in full
May 1, 2019	4 th Deferred Payment Due
May 2, 2019	\$15.50 late fee charged if 4 th DPP installment not paid in full

Graduation Application Deadlines

Dates	Description
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-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 24, 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>
October 5, 2019	Autumn 2019 Late graduation applications accepted with \$40 fee and additional \$15 late fee. Applications received after deadline will be reviewed for the next term.
May 4, 2019	Commencement Ceremonies for Spring 2019 and Summer 2019. More ceremony info will be available on the Commencement website as the date approaches.
November 8, 2019	Spring 2020 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.