

REFUND SCHEDULE AND REGISTRATION CHANGE REQUIRED APPROVALS

The following tables summarize the requirements and dates to change your registration (cancel/add):

NOTE: If you decide to stop attending a course or courses for which you are registered, you must officially cancel. Only by canceling the courses can you be released from your responsibility for courses listed on your registration. Unless you officially cancel, you will be held responsible for full tuition and fees for all courses on your registration. Failure to attend class does not by itself constitute cancellation.

If you decide before the semester begins not to attend the courses for which you are registered, cancel officially before the first day of classes.

If you fail to cancel any courses for which you have registered but not paid, you will receive billing statements from Student Accounts Receivable for your tuition and fees. Unless you make full payment by the due date on the billing statement, you will be charged additional late payment penalties and a hold will be placed on your record.

May Session & Summer Session 2009 Refund Schedule and Cancel/Add Approval Requirements

May Session (11-May -- 29-May)

Calendar Days		Refund	REQUIRED TO CANCEL		REQUIRED TO ADD	
Start	End		Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
--	11-May	100%	No approval required	Adviser	No approval required	Adviser
12-May	12-May	75%	No approval required	Adviser	Instructor	Adviser and Instructor
13-May	13-May	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
14-May	14-May	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
15-May	17-May	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
18-May	29-May	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

Summer Session (8-Jun -- 31-Jul)

--	10-Jun	100%	No approval required	Adviser	No approval required	Adviser
11-Jun	15-Jun	75%	No approval required	Adviser	Instructor	Adviser and Instructor
16-Jun	17-Jun	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
18-Jun	22-Jun	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
23-Jun	7-Jul	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
8-Jul	31-Jul	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

*Canceling courses is not normally permitted. Exceptions require that a petition be filed documenting unusual circumstances. Petitions are approved or denied by the Academic Standards & Policy Committee.

Fall Semester 2009 Refund Schedule and Cancel/Add Approval Requirements

Fall Semester (25-Aug -- 11-Dec) See *part-term schedules below*

Calendar Days		Refund	REQUIRED TO CANCEL		REQUIRED TO ADD	
Start	End		Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
--	31-Aug	100%	No approval required	Adviser	No approval required	Adviser
1-Sep	8-Sep	75%	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
9-Sep	15-Sep	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
16-Sep	22-Sep	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
23-Sep	21-Oct	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
22-Oct	11-Dec	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

1st half term (25-Aug -- 19-Oct) See *regular full-term semester schedule above*

--	27-Aug	100%	No approval required	Adviser	No approval required	Adviser
28-Aug	31-Aug	75%	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
1-Sep	3-Sep	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
4-Sep	8-Sep	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
9-Sep	22-Sep	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
23-Sep	19-Oct	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

2nd half term (20-Oct -- 11-Dec) See *regular full-term semester schedule above*

--	22-Oct	100%	No approval required	Adviser	No approval required	Adviser
23-Oct	27-Oct	75%	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
28-Oct	29-Oct	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
30-Oct	3-Nov	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
4-Nov	17-Nov	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
18-Nov	11-Dec	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

1st 10-weeks (25-Aug -- 4-Nov) See *regular full-term semester schedule above*

--	30-Aug	100%	No approval required	Adviser	No approval required	Adviser
31-Aug	2-Sep	75%	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
3-Sep	8-Sep	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
9-Sep	14-Sep	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
15-Sep	1-Oct	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2-Oct	4-Nov	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

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Fall Semester 2009 Refund Schedule and Cancel/Add Approval Requirements

1st 5-weeks (25-Aug -- 29-Sep) See regular full-term semester schedule above

Calendar Days		Refund	REQUIRED TO CANCEL		REQUIRED TO ADD	
Start	End		Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
--	26-Aug	100%	No approval required	Adviser	No approval required	Adviser
27-Aug	30-Aug	75%	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
31-Aug	31-Aug	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1-Sep	2-Sep	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
3-Sep	14-Sep	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
15-Sep	29-Sep	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

2nd 5-weeks (30-Sep -- 4-Nov) See regular full-term semester schedule above

--	1-Oct	100%	No approval required	Adviser	No approval required	Adviser
2-Oct	5-Oct	75%	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
6-Oct	6-Oct	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
7-Oct	8-Oct	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
9-Oct	20-Oct	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
21-Oct	4-Nov	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

3rd 5-weeks (5-Nov -- 11-Dec) See regular full-term semester schedule above

--	8-Nov	100%	No approval required	Adviser	No approval required	Adviser
9-Nov	10-Nov	75%	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
11-Nov	11-Nov	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
12-Nov	15-Nov	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
16-Nov	24-Nov	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
25-Nov	11-Dec	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

Last 10-weeks (30-Sep -- 11-Dec) See regular full-term semester schedule above

--	5-Oct	100%	No approval required	Adviser	No approval required	Adviser
6-Oct	11-Oct	75%	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
12-Oct	14-Oct	50%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
15-Oct	20-Oct	25%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
21-Oct	8-Nov	0%	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
9-Nov	11-Dec	0%	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

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