

## **SPRING TERM 2024**

Full-semester classes begin Tuesday, January 16

## **SUMMER TERM 2023**

Summer eight-week classes begin Monday, June 3

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### **PROCEDURE FOR REGISTRATION:**

1. Log on to Self Service to view your registration date and time and check to see if you have any registration holds.
2. Contact your advisor to discuss academic progress towards degree and obtain advisor's permission for classes.
3. VA students only – CONTACT VA OFFICE (Office of Financial Aid in Wildy Hall)
4. If you have a balance due visit the BUSINESS OFFICE to settle your account.
5. If you have any other registration holds visit the appropriate office to clear those holds before your registration time.
6. Register online during or after your designated registration time. **(Online Registration for the spring term will be available until midnight on Monday, January 22, 2024.**

**YOU ARE PRE-REGISTERED WHEN ALL OF THE ABOVE ITEMS HAVE BEEN COMPLETED.**

**YOU WILL NOT BE OFFICIALLY REGISTERED UNTIL THE CHARGES FOR THE ABOVE HAVE BEEN PAID OR COVERED BY FINANCIAL AID AND/OR ARRANGEMENTS HAVE BEEN MADE THROUGH TUITION MANAGEMENT SYSTEMS.**

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**THE LAST DAY TO ADD A FULL SEMESTER CLASS IS 5 PM ON MONDAY, JANUARY 22.**

**CLASSES THAT MEET ONE NIGHT A WEEK MUST BE ADDED PRIOR TO THE SECOND-CLASS MEETING.**

**THE LAST DAY TO ADD A 8-WEEK CLASS IS THURSDAY, JANUARY 18.**

**THE LAST DAY TO CHOOSE THE CREDIT/NO CREDIT OPTION IS 5 PM ON MONDAY, JANUARY 22.**

**THE LAST DAY TO DROP FULL-SEMESTER COURSES IS 5:00 PM ON TUESDAY, APRIL 16.**

## ACADEMIC CALENDARS

### SPRING 2024

Tuesday, January 16	Classes Begin <b>Payment due for billed amount less financial aid</b>
Monday, January 22 (5 <sup>th</sup> day of class)	Last day to withdraw from a course with a 100% refund Last day to add a course* Last day to withdraw from a course without receiving a "W"*
Monday, January 29 (10 <sup>th</sup> day of class)*	Last day to withdraw from a course with a 75% refund
Monday, February 12	Last day to withdraw from a full semester course with a 50% refund
Friday, March 8	1 <sup>st</sup> Half Semester Classes End
<i>March 9-17</i>	<i>Spring Break</i>
Monday, March 18	2 <sup>nd</sup> Half Semester Classes Begin
<i>Friday, March 29</i>	<i>Good Friday – No Classes</i>
Tuesday, April 16 (60 <sup>th</sup> day of class)	Last day to withdraw from a full semester course
Thursday, April 25	Academic Excellence Celebration on the Lebanon Campus
Friday, May 3	Last Day of Regular Class Sessions
<b>May 6-9</b>	<b>Final Exams (Monday – Thursday)</b>
Thursday, May 9	Baccalaureate
Friday, May 10	Commencement: 10:00 am = Undergraduate College of Arts & Sciences and School of Education 1:30 pm = Undergraduate School of Business and School of Nursing and Health Professions 4:30 pm = Graduate School ceremony
Friday, May 17	Grades available

\*These dates apply to full-semester courses.

**SUMMER TERM 2024 - June 3 through July 26**

Monday, June 3

Summer Eight-Week Classes Begin  
**Payment due for billed amount less financial aid**

Friday, June 7  
(5<sup>th</sup> day of class)

Last day to withdraw from a course with a 100% refund  
Last day to add a course  
Last day to withdraw from a course without receiving a “W”

*Wednesday, June 19*

*Juneteenth Holiday – No Classes (Offices Closed)*

*Thursday, July 4*

*Independence Day Holiday – No Classes (Offices Closed)*

Tuesday, July 16  
(30<sup>th</sup> day of class)

Last day to withdraw from a course

Friday, July 26

Summer Eight-Week Classes End

## **WAITLIST POLICY**

1. If a class you wish to register for is closed, you may choose to place yourself on the waitlist.
2. The Office of Academic Records monitors the waitlist daily. If space becomes available, the first person on the list will be enrolled in the class (the waitlist is based on the order of registration). If you are placed into a waitlisted course you will be notified via your McKendree e-mail address.
3. If you no longer wish to take the waitlisted course, it is your responsibility to drop the course.
4. ***For classes meeting on the Lebanon campus, the waitlist will be closed and cleared one week before classes begin. For all other courses, the waitlist will be cleared three business days after the start of the term.*** At that point, if you still feel you need to take the class, you must complete a Closed Class eform and explain why you need to take the course. If the instructor approves the form, you will be placed into the class and notified via your McKendree email address.

**Please note: Placing yourself on a waitlist does not guarantee enrollment in the class. If you are on a waitlist, you are not officially enrolled in the class and should not attend class.**

**McKendree University reserves the right to withdraw any course in which sufficient numbers do not enroll, or where circumstances develop which make it infeasible to offer the course.**

***Students will be notified via McKendree email accounts if a course for which they are enrolled is cancelled.***