

ADD/DROP/WITHDRAW DEADLINE INFORMATION – SPRING 2010

(10/23/09)

Dates are no longer listed in the printed tabloid and are subject to change – Please read carefully and check the electronic version available on the website often!

Please note: MOST, but not all, classes are available for changes via pipeline through the given dates. However, some classes, including those not made available by individual departments, and those in parts of term ending in “NC”, are not available via pipeline, and will need to be added or dropped in person once the semester begins. **Please plan ahead in case you may need on-site assistance changing registration for any classes.**

Part of Term	Description	Begins	Ends	Last day to Register # See note	Last Day for Refund	Last day to Withdraw	***NOTES***
2	16-week	01/19/10	05/14/10	01/25/10#	02/01/10	04/16/10	IMPORTANT!!! Any changes needing to be made on-site must be accomplished by the end of the working day of the deadlines shown.
2NC^	16-week (non-conforming)	Varies	Varies	Varies	Varies	Varies	
3NC^	12-week (non-conforming)	Varies	Varies	Varies	Varies	Varies	
4	8-week (Session 1)	01/19/10	03/12/10	01/20/10#	01/25/10	02/26/10	Check with any Butler site regarding office hrs and any questions regarding deadlines.
4NC^	8-week (Session 1 – non-conforming)	Varies	Varies	Varies	Varies	Varies	
5	8-week (Session 2)	03/22/10	05/14/10	03/23/10#	03/29/10	04/30/10	^ Deadlines vary according to beginning and end dates of individual courses. Check with registration personnel at any site for assistance.
5NC^	8-week (Session 2 – non-conforming)	Varies	Varies	Varies	Varies	Varies	
6	6-week (Session 1)	01/19/10	02/26/10	01/20/10#	01/25/10	02/12/10	
6NC^	6-week (Session 1 – non-conforming)	Varies	Varies	Varies	Varies	Varies	# Courses MAY be added after these dates if the class has not met for more than the equivalent of one week’s worth of class time. An advisor signature is required.
7	6-week (Session 2)	03/04/10	04/23/10	03/05/10#	03/10/10	04/09/10	
7NC^	6-week (Session 2 – non-conforming)	Varies	Varies	Varies	Varies	Varies	% Once the semester begins, dropping and withdrawing from AAC open entry/open exit classes will not be available via pipeline.
8	5-week (Session 1)	01/19/10	02/19/10	01/20/10#	01/22/10	02/12/10	
8NC^	5-week (Session 1 – non-conforming)	Varies	Varies	Varies	Varies	Varies	
9	5-week (Session 2)	02/25/10	04/07/10	02/26/10#	03/01/10	03/31/10	For a refund, these AAC courses must be dropped within 14 calendar days after the beginning of the semester (or 14 days after the student enrolls in the class, whichever is later.)
9NC^	5-week (Session 2 – non-conforming)	Varies	Varies	Varies	Varies	Varies	
A	5-week (Session 3)	04/08/10	05/14/10	04/09/10#	04/12/10	05/07/10	+ Telecourses must be added prior to 1st class meeting. Refund available prior to 2nd class meeting or 1 week after 1st class meeting, whichever comes first. Withdrawals must be processed prior to the final class meeting.
ANC^	5-week (Session 3 – non-conforming)	Varies	Varies	Varies	Varies	Varies	
B	4-week (Session 2)	02/15/10	03/12/10	02/16/10#	02/18/10	03/05/10	
BNC^	4-week (Session 2 – non-conforming)	Varies	Varies	Varies	Varies	Varies	PLEASE SEE PAGE 2 FOR MORE INFORMATION REGARDING DEADLINES, HOLIDAYS, AND OFFICE CLOSINGS.
CNC%	Academic Achievement Center (Open Entry/Open Exit classes)	Varies <i>See note %</i>	Varies <i>See note %</i>	03/24/10 <i>per K. Meyer</i>	Varies <i>See note %</i>	04/16/10 <i>per K. Meyer</i>	
D	4-week (Session 4)	04/19/10	05/14/10	04/20/10#	04/22/10	05/07/10	No refund once training plan is signed
DNC^	4-week (Session 4 – non-conforming)	Varies	Varies	Varies	Varies	Varies	
F	4-week (Session 3)	03/22/10	04/16/10	03/23/10#	03/25/10	04/09/10	Per Dena Smoot
FNC^	4-week (Session 3 – non-conforming)	Varies	Varies	Varies	Varies	Varies	
G	4-week (Session 1)	01/19/10	02/12/10	01/20/10#	01/22/10	02/05/10	PLEASE SEE PAGE 2 FOR MORE INFORMATION REGARDING DEADLINES, HOLIDAYS, AND OFFICE CLOSINGS.
GNC^	4-week (Session 1 – non-conforming)	Varies	Varies	Varies	Varies	Varies	
HNC^	Short-term classes ending prior to 2/16	Varies	Varies	Varies	Varies	Varies	PLEASE SEE PAGE 2 FOR MORE INFORMATION REGARDING DEADLINES, HOLIDAYS, AND OFFICE CLOSINGS.
I	Intersession	01/04/10	01/15/10	01/04/10#	01/04/10	01/12/10	
INC^	Intersession (non-conforming)	Varies	Varies	Varies	Varies	Varies	PLEASE SEE PAGE 2 FOR MORE INFORMATION REGARDING DEADLINES, HOLIDAYS, AND OFFICE CLOSINGS.
LNC^	Short-term classes ending after 2/16	Varies	Varies	Varies	Varies	Varies	
MNC^	Allied Health Classes only	Varies	Varies	Varies	Varies	Varies	PLEASE SEE PAGE 2 FOR MORE INFORMATION REGARDING DEADLINES, HOLIDAYS, AND OFFICE CLOSINGS.
O	Co-Op Classes only	Open Entry	Open Exit	04/12/10 <i>Per Dena Smoot</i>	No refund once training plan is signed	04/16/10 <i>Per Dena Smoot</i>	
SNC^	BPG classes only	Varies	Varies	Varies	Varies	Varies	PLEASE SEE PAGE 2 FOR MORE INFORMATION REGARDING DEADLINES, HOLIDAYS, AND OFFICE CLOSINGS.
TNC+	Telecourses only	Varies	Varies	Varies	Varies	Varies	

LAST DAY TO PAY FOR EARLY ENROLLED SPRING 2010 CLASSES – JANUARY 8TH
MARTIN LUTHER KING DAY (OFFICES CLOSED/NO CLASSES) – JANUARY 18TH
Mc CONNELL CLASSES ONLY – NO CLASSES FEBRUARY 15TH (PRESIDENT’S DAY)
SPRING BREAK WEEK – MARCH 15TH THROUGH MARCH 19th
REGISTRATION FOR SUMMER 2010 CLASSES BEGINS NOVEMBER 30, 2009
REGISTRATION FOR FALL 2010 CLASSES BEGINS APRIL 5, 2010
INSTITUTIONAL DEVELOPMENT DAY (NO CLASSES/OFFICES CLOSED) – APRIL 1st
ADDITIONAL SPRING BREAK DAY – NO CLASSES/OFFICES CLOSED – APRIL 2nd
GRADUATION APPLICATIONS DUE FOR SPRING GRADUATES – APRIL 20TH
COMMENCEMENT EXERCISES – MAY 15TH