

ADD/DROP/WITHDRAW DEADLINE INFORMATION – SUMMER 2009

05/05/09

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

Please note: Deadlines MAY fall on a weekend or holiday. If that is the case, the dropping, adding, or withdrawing will be available until that date via pipeline only. In some instances, class changes are not available via pipeline (i.e. parts of term ending in “NC”). **Deadlines falling on a weekend or holiday are bolded in the table below. Please plan ahead if you need in-person assistance changing registration for any of these courses.**

Part of Term	Description	Begins	Ends	Last day to Register # See note below	Last Day for Refund	Last day to Withdraw
3S	10-week Realtime Reporting ONLY	05/26/09	07/29/09	05/27/09	06/01/09	07/16/09
4	8-week	06/01/09	07/24/09	06/02/09#	*06/07/09	*07/11/09
6	6-week	05/26/09	07/02/09	05/27/09#	06/01/09	*06/19/09
6NC^	6-week (Session 1 - non-conforming)	Varies	Varies	Varies	Varies	Varies
7NC^	6-week (Session 2 – non-conforming)	Varies	Varies	Varies	Varies	Varies
8NC^	5-week (Session 1 – non-conforming)	Varies	Varies	Varies	Varies	Varies
B	4-week (Session 2)	06/29/09	07/24/09	06/30/09#	07/02/09	*07/18/09
CNC%	Academic Achievement Center (Open Entry/Open Exit classes)	Varies	Varies	06/30/09# per K. Meyer	Varies	*07/11/09 per K.Meyer
G	4-week (Session 1)	06/01/09	06/26/09	06/02/09#	06/04/09	*06/20/09
HNC^	Short-term classes ending prior to 6/12/09	Varies	Varies	Varies	Varies	Varies
I	Intersession	05/18/09	05/29/09	05/18/09#	05/18/09	05/26/09
LNC^	Short-term classes ending after 6/12/09	Varies	Varies	Varies	Varies	Varies
MNC^	Allied Health Classes only	Varies	Varies	Varies	Varies	Varies
O	Co-Op Classes only	Open Entry	Open Exit	*06/15/09	No refund once training plan is signed	07/10/09
SNC^	BPG classes only	Varies	Varies	Varies	Varies	Varies
TNC+	Telecourses only	Varies	Varies	Varies	Varies	Varies

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***Any changes needing to be made in person must be accomplished by the end of the last working day prior to the deadline indicated for those dates highlighted in red. Check with any Butler site for availability of office staff for assistance with these changes.**

^ Deadlines vary according to beginning and end dates of individual courses. Check with registration personnel at any site for assistance.

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.

% Once the semester begins, dropping and withdrawing from AAC open entry/open exit classes will not be available via pipeline. For a refund, these Summer AAC courses must be dropped within 7 calendar days after the beginning of the semester (or 7 days after the student enrolls in the class, whichever is later.)

+ 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 done no later than 7 calendar days prior to the last class meeting.

See next page for holidays, office closings, and other important dates.



LAST DAY TO PAY FOR EARLY ENROLLED SUMMER 2009 CLASSES – May 22nd

REGISTRATION FOR FALL 2009 CLASSES BEGINS APRIL 6TH

GRADUATION APPLICATIONS DUE FOR SUMMER GRADUATES – JULY 20TH

NO CLASSES/OFFICES CLOSED MAY 25TH – MEMORIAL DAY

NO CLASSES/OFFICES CLOSED JULY 3RD – INDEPENDENCE DAY

SUMMER GRADES AVAILABLE VIA PIPELINE ONLY – JULY 29TH