

# ENROLLMENT FOR 2012 SUMMER SEMESTER

\*Begins February 13, 2012

**Enrollment Hours**  
**MON-FRI (8:30 AM-11:30 AM)(1:30 PM-4:30 PM)**

***\*Advisement opportunities will be limited during Spring Break (March 19-23) and the intersession (May 11 - June 3) as a majority of the faculty will be off campus.***

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### ABBREVIATIONS OF CAMPUS BUILDINGS

SAB	Alexander Building	SCB	Conner Building
SMH	Mackey Hall	SPF	Patterson Field House
SCC	Capps Center	SSU	Student Union

### SUMMER SEMESTER 2012

JUNE 4	MON	Enrollment for students who did <u>not</u> pre-enroll
JUNE 5	TUES (8:00 AM)	Classwork begins (8-week & 1st 4-week classes)
JUNE 6	WED (4:30 PM)	Last day to add classes
JUNE 11	MON (4:30 PM)	Last day to drop a class or totally withdraw for a refund
JULY 2	MON	Final Exams for 1st 4-week classes
JULY 4	WED	Independence Day Holiday
JULY 13	FRI (4:30 PM)	Last day to drop with a guaranteed "W"
JULY 13	FRI (4:30 PM)	Last day to add CAI courses
JULY 27	FRI (4:30 PM)	Last day to drop classes with a WP/WF
JULY 30-31	MON, TUES	Final exams for 2nd 4-week and 8-week classes
AUG 1	WED (5:00 p.m.)	Final grades due
AUG 1	WED	Semester ends

### GENERAL ENROLLMENT PROCEDURES

1. It is the responsibility of the student to confirm admittance or re-admittance (*if returning after being out one semester*) to the university. See "Application for Admission" available in the Registrar's Office.
2. After obtaining a class schedule booklet, go to the advisor's office during scheduled office hours to complete the enrollment form (*obtaining advisor's signature*).
3. Report to the Enrollment Room (*Registrar's Office, SAB-127*).
4. Please have your social security number available.
5. You will be enrolled and receive a printed class schedule and bill for fees before leaving the Enrollment Room. You are not required to pay at the time of pre-enrollment. **ALL TUITION AND FEES ARE DUE ON OR BEFORE JUNE 4, 2012.** Late payment penalties are listed on page 2.
6. Student I.D.'s will be taken in the Library the first two weeks of classes.