

**ENROLLMENT FOR 2010 SPRING SEMESTER
BEGINS OCTOBER 12, 2009**

9/10/09

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

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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

SPRING SEMESTER 2009

JAN	5	TUES	Enrollment for students who did <u>not</u> pre-enroll
JAN	6	WED (8:00 AM)	Classwork begins.
JAN	7	THUR (6:30 PM)	Telecourse Orientation in Student Union.
JAN	11	MON (4:30-6:00 PM)	Enrollment for night students who did not pre-enroll
JAN	11	MON (as scheduled)	Monday night classes meet
JAN	12	TUES (4:30 PM)	Last day to add classes
JAN	18	MON	Martin Luther King Day, Classes Dismissed
JAN	20	WED (4:30 PM)	Last day to drop a class or totally withdraw for a refund
MAR	12	FRI (5:00 PM)	Spring Break begins
MAR	22	MON (8:00 AM)	Classwork resumes
APR	2	FRI (4:30 PM)	Last day to drop with a guaranteed "W" and last day to add CAI courses
APR	23	FRI (4:30 PM)	Last day to drop classes
APR 29, 30		THUR, FRI	Final Exams
MAY	3-5	MON - WED	Final Exams
MAY	6	THUR (12 noon)	Final Grades Due
MAY	7	FRI	Convocation
MAY	8	SAT	Semester ends

Notice to students completing graduation requirements at the end of this semester: don't forget to complete an Application to Graduate when you enroll.

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*). Schedule information is also available at www.swosu.edu/resources/schedules.asp.
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 FEES ARE DUE ON OR BEFORE JANUARY 5, 2010.** Late payment penalties are listed on page 2.
6. Students should enroll in the 2nd 8-week classes during regular enrollment whenever possible.
7. Student I.D.s will be taken in the library during the first two weeks of classes.