

# WINTER QUARTER 2010 DEADLINES

## LATE REGISTRATION FEES

\$100 Late Fee for **Continuing Students** ..... January 5-15  
\$500 Late Fee for **All Students**..... Starting January 16

## LATE FEE PAYMENT PENALTY

\$100 Late Fee for **Continuing Students** ..... January 5-15  
\$300 Late Fee for **All Students**..... Starting January 16

## COURSE ADDITIONS

Use ON-LINE REGISTRATION ..... Through January 8  
Use Course Enrollment Permission Form  
• With Instructor and Adviser's Signatures ..... January 11-15  
• With Instructor, Adviser, and Dept. Chair's signatures ..... January 16-22  
Use Late Add Petition Form..... Starting January 23

## COURSE DROPS / WITHDRAWALS

Use ON-LINE REGISTRATION ..... Through January 22  
Use Change Ticket with Adviser's Signature ..... Starting January 23  
("W" Will Appear on Transcript)  
Use Late Drop Petition Form ..... Starting February 20

## COURSE AUDITS

Last Day to Register for Audit Option Without Petitioning ..... January 22

## REFUNDS \*

Last Day for 100% Refund.....January 8  
Last Day for 80% Refund.....January 15  
Last Day for 70% Refund.....January 22  
Last Day for 60% Refund.....January 29  
Last Day for 50% Refund.....February 5  
Last Day to withdraw from the university with any refund of fees paid .....February 5

\* Please be aware that any schedule adjustments after the 100% refund date may result in less than a full financial credit to your student statement of account.

\*\* VERY IMPORTANT - Please note that special refund and forfeiture policies apply to students receiving financial aid or fee authorizations. Some students may be required to repay and refund a portion of their aid or fee authorization if they withdraw or drop hours.

For Questions Regarding These Deadlines or For Further Information, Please Consult Your Master Schedule of Classes, or

Visit the Registrar's Website at [www.ureg.ohio-state.edu](http://www.ureg.ohio-state.edu), or

Contact the Graduate School at 292-6031 or [gs-regsrv@osu.edu](mailto:gs-regsrv@osu.edu) -- **Office Hours are 9 a.m. to 5 p.m.**

**All documents must be received by close of business day of the deadline**

Registration & Graduation Services forms available through Forms & Publications @ [www.gradsch.osu.edu](http://www.gradsch.osu.edu)

# Graduate School Addendum

## **GRADES**

Autumn 2009 Incomplete Grades Due ... Monday, February 15

Graduating Students Grades

Mon., Tues., Wed. Exams ..... Thursday, March 18, 12 a.m.

Thursday Exams ..... Friday, March 19, 12 p.m.

Non-Graduating Students Grades..... Monday, March 22, 12 a.m.

Last day grades may be posted electronically April 4, 12 a.m.

## **OTHER**

Credit Hour Reduction Requests ..... Friday, December 18

First Day of Classes..... Monday, January 4

Winter Application to Graduate ..... Friday, January 15

Changes to Student Health Insurance ... Monday, January 18

Enrollment Census Date ..... Monday, January 18

Master's & Doctoral Exam Forms ..... Wednesday, March 3

Approved Theses & Dissertations..... Wednesday, March 10

Last Day of Classes..... Friday, March 12

Winter Commencement ..... Sunday, March 21

End of Quarter Deadline ..... Friday, March 26

Spring Quarter Classes Begin ..... Monday, March 29

## ***HOLIDAYS (University and Offices Closed)***

New Year's Day .....Friday, January 1

Martin Luther King Day .....Monday, January 18