

**Jackson State University**  
**Division of Academic and Student Affairs**  
**2017 Spring Timelines**

| <b>Date</b> | <b>Item</b>   | <b>To</b>                    | <b>From</b>           | <b>Responsible Party</b>             |
|-------------|---|------------------------------|-----------------------|--------------------------------------|
| January 4   | Residence Halls Open (9:00am)   | Students                     | Housing               | Housing                              |
| January 5   | Orientation for Freshman and Transfer Students, (8:30 am)                                     | Freshman & Transfer Students | Undergraduate Studies | Undergraduate Studies                |
| January 5   | Advisement & Registration for Freshman and Transfer Students, (8:00am-4:30pm)                 | Freshman & Transfer Students | Undergraduate Studies | Undergraduate Studies                |
| January 5-6 | Registration for Readmitted and Returning Students (8:00am-4:30pm)                            | Students                     | Undergraduate Studies | Undergraduate Studies                |
| January 5   | Graduate Student Orientation, (6:00pm-8:00pm) Graduate School, 1st Floor Administration Tower | Faculty, Chairs, Deans       | Enrollment Management | Enrollment Management, Deans, Chairs |

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|-------------|--|---------------------------|--------------------------|---|
| January 9   | <b>Classes Begin for all Students</b>  | Students                  | Faculty                  | Faculty/Department Chairs and Deans     |
| January 9   | Late Registration Fee of \$70  | Students                  | Financial Services       | Financial Services                      |
| January 10  | Graduate Student Orientation,<br>(4:00pm) Graduate School,<br>1st Floor Administration Tower | Faculty, Chairs,<br>Deans | Enrollment<br>Management | Enrollment Management,<br>Deans, Chairs |
| January 13  | Record Appropriate Attendance Code<br>in P.A.W.S   | Registrars                | Colleges and Divisions   | Faculty, Dept. Chairs,                  |

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| January 16  | <b>Holiday- No Classes</b>                             |           |                    |                            |
| January 17  | Classes Resume   | Students  | Faculty            | Faculty                    |
| January 17  | Late Registration Fee of \$105                         | Students  | Financial Services | Financial Services         |
| January 23  | Last Day to Complete Registration and Pay Fees         | Students  | Enrollment Mngt.   | Students/ Enrollment Mngt. |
| January 23  | Last Day to Add a Course and Late Fee of \$145 Begins  | Students  | Registration Staff | Students/Registrar         |
| January 23  | Last Day to Add a Course                               | Students  | Registration Staff | Students/Registrar         |
| January 23  | Class Schedules will be Purged for Non-Payment of Fees | Students  | Registration Staff | Students/Registrar         |
| January 24  | Last day to Drop a Class With No Grade                 | Students  | Registration Staff | Students/Registrar         |
| January 19  | Graduation Clearance Application Submit                | Registrar | Students           | Students/Academic Dept.    |
| January 25  | <b>Teaching Load Report Due</b>                        | DASA      | Deans              | Chair                      |
| January 27  | Class Continuation Decisions                           | DASA      | Deans              | Deans                      |

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|--------------------|---|--------------------|-----------------------|--|
| February 16        | Sophomore Testing Day (Post CBASE)<br>Undergraduate English Proficiency | Students           | Undergraduate Studies | Testing and Assessment                 |
| March 3            | Last Day to Submit Graduation Clearance Application                     | Registrar          | Deans                 | Deans                                  |
| March 3            | Textbook Listing Summer 2016  | DASA               | Deans and Chairs      | Deans and Chairs                       |
| <b>March 6-11</b>  | <b>Mid-Semester Examinations</b>  | <b>Students</b>    | <b>Faculty</b>        | <b>Chairs/Deans</b>                    |
| March 13           | Mid Semester Grades Due   | Students/Registrar | Faculty               | Deans/Chairs                           |
| <b>March 13-18</b> | <b>Spring Break</b>   |                    |                       |  |
| March 20           | Classes Resume  | Students           | Faculty               | Faculty                                |
| March 24           | Last Day a Course may be Dropped with "W" Grade                         | Students           | Registrar             | Registrar's Office                     |
| April 3-7          | Academic Advisement Week @ JSU  | Students           | Deans and Chairs      | Deans/Chairs and Undergraduate Studies |
| April 3-21         | Early Registration for the Fall Semester                                | Students           | Enrollment Mngt.      | Students/ Enrollment Mngt.             |
| <b>April 14-17</b> | <b>Holiday Break</b>  |                    |                       |  |
| April 18           | Classes Resume  | Students           | Faculty               | Faculty                                |
| April 18-21        | Honors Week @ JSU   | Students           | Deans and Chairs      | Deans/Chairs and Undergraduate Studies |

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| April 18      | Last Day to Withdraw from the University                         | Students         | Vice President for Student Affairs/Counseling Center | Students                 |
| April 20      | Honors Convocation   | Students         | Honors College                                       | Honors College           |
| April 21      | Last Day for Clearance by Graduate School Via "Online Clearance" | Students         | Graduate School                                      | Graduate School          |
| April 22      | Classes End  | Students/Faculty | DASA   | Faculty/Administration   |
| April 22-28   | Final Examinations   | Students         | Faculty  | Chairs/Deans             |
| April 28      | Alumni Day   | Enrollment Mgmt. | Chairs   | Chairs                   |
| April 28      | Graduate Commencement  | Student/Faculty  | DASA   | DASA                     |
| April 29      | Undergraduate Commencement                                       | Student/Faculty  | DASA   | DASA                     |
| May 1         | Grade Report Due in Registrar and Records                        | Registrar        | Faculty  | Faculty/Chairs/Deans     |
| May 1- May 19 | Spring Intersession  |                  |  |                          |