

## Spring 2024 Registrar Reference

Part of Term	Term begins	Waitlist last add date	Add/Drop* Ends	Web withdrawal ends	Term ends	Grades Open	Grades Due**
Full Term	1/08/24	1/5/24	1/15/24	3/21/24	5/3/24	4/30/24	5/8/24
First 8 Weeks (21)	1/08/24	1/5/24	1/11/24	2/9/24	3/1/24	3/1/24	3/13/24
Second 8 Weeks (22)	3/11/24	3/8/24	3/14/24	4/11/24	5/3/24	4/30/24	5/8/24
First 5 Weeks (31)	1/08/24	1/5/24	1/10/24	1/29/24	2/12/24	2/12/24	2/15/24
Second 5 Weeks (32)	2/13/24	2/9/24	2/15/24	3/11/24	3/25/24	3/25/24	3/28/24
Third 5 Weeks (33)	3/26/24	3/22/24	3/28/24	4/15/24	4/29/24	4/30/24	5/8/24
First 10 Weeks (41)	1/08/24	1/5/24	1/12/24	2/19/24	3/25/24	3/25/24	3/28/24
Second 10 Weeks (42)	2/13/24	2/9/24	2/19/24	4/1/24	4/29/24	4/30/24	5/8/24
<b>Reserved Seats for Online classes will be opened on December 11, 2023</b>							
<b>Summer Open registration begins 3/25/2024</b>							
<b>Fall Priority registration begins 4/1/2024    Fall open registration begins 4/15/2024</b>							

\*After the Add/Drop period ends, advisors- please reach out to the Registrar's Office for next steps.

\*\*Grades due by close of business

<b>Tentative Fall Priority Registration</b>		<b>Academic Standing</b>	<b>Class Standing</b>	
<b>Date</b>	<b>Student Classes (tentative)</b>	<p>As a reminder, probation students will be disqualified if they don't meet the following requirements:</p> <p>Students who have <u>earned less than 30 credit hours (transfer credits included)</u> must achieve a term GPA of 2.0 or higher in the next semester and each following semester until the cumulative GPA reaches 2.0</p> <p>Students who have <u>r</u> must achieve a term GPA of 2.1 or higher in the next semester and each following semester until the cumulative GPA reaches 2.0</p>		<b>Earned Credits</b>
4/1/24	Pending Graduate/Degree in Three		Fr.	<30
4/2/24	Honors/Athletes/Graduate students		Soph.	30-59
4/3/24	Honors/Athletes/Graduate students		Jr.	60-89
4/4/24	Graduate and Seniors		Sr.	>90
4/5/24	Seniors			
4/8/24	Juniors			
4/9/24	Junior and Sophomore			
4/10/24	Sophomore			
4/11/24	Freshman			
4/12/24	Freshman			
Open registration for non-registered, continuing students begins <b>4/15/24</b>				

<b>Office Emails</b>	<b>Why you'd email</b>
transcripts@bsu.edu	Questions regarding BSU transcripts
askus@bsu.edu	Sending transcripts to BSU, admission questions
registrar@bsu.edu	Residency questions, academic appeals, grade changes
registration@bsu.edu	Student questions, these emails are received by Cardinal Central
curriculumspecialist@bsu.edu	Lists of pre-majors being changed en masse, questions/issues with curriculum changes

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## Curriculum Cheat Sheet

Curriculum changes are made in a term until the add/drop deadline of that term. At that point, the change will be made effective in the following term unless an advisor specifies on the form that a student intends to graduate in that same term. (For example, a student may request a change in early August. This request will be completed for the fall semester; however, if that request is made after the add/drop deadline for full-term fall courses, the change will be made in the spring semester, unless otherwise specified by an advisor).

- Some programs have special fees and a student may be subject to those fees if we do a same-term change

If a student requests a curricular change after add/drop and then applies for graduation prior to their registration time ticket opening, their application will go on the active curriculum for the term they are currently in, which may not be the curriculum they intend to graduate with.

- If this happens, feel free to submit a CCR or send an email to the Curriculum Specialist inbox, [curriculumspecialist@bsu.edu](mailto:curriculumspecialist@bsu.edu), and let us know. We can move that application to the curriculum the student intends to graduate with without having the student cancel and reapply, which saves the student from paying another grad app fee.

Pre-program advisors can send **lists** of students who are moving into the full program instead of having individual CCRs submitted for each student. These lists can be emailed to [curriculumspecialist@bsu.edu](mailto:curriculumspecialist@bsu.edu). We need name, ID, and any applicable concentrations.

After passing through governance, new curriculum is programmed in Banner and Degree Works during the Spring and Summer. We cannot change students' curriculum until the program has been built in Banner and Degree Works.

The student's primary curriculum is what will show up on their diploma. If a student wants to update that, please have students review this and update this prior to applying to graduate.