SPRING 2023

Schedule Changes

Adds--Standard-length classes can be added through term census date, as long as prerequisites have been met and there is room in the class, however students should check with the instructor of classes added after the start of class to be sure they are okay with the late add. Exceptions require department/dean overrides. Your advisor can help you make those requests and if approved, can set it up so you can register. Census dates for non-standard classes are determined on an individual basis. If your class has start and end dates that are different from the full-term, it is non-standard. Check the course on Self-Service Banner, search for sections to find the applicable deadlines for that class. Extra class activities, internships, individual studies and second-half semester classes should be added by term census date, as full-time status for athletic eligibility, insurance, and financial aid purposes is determined based on enrollment at census date. Refer to the Important Deadlines and Dates for each term.

Drops—Individual classes dropped through census date, results in no record of the class on academic transcripts, and full refund for the dropped class. From the day following census date of the term until 70% of the term has passed, courses may be dropped, but the class with a 'WD' grade will be recorded on the transcript and no refund will be generated. As of Fall 2015, undergraduates are allowed six (6) 'WD' grades. After the sixth, a "WFL" grade is assigned. This counts like an F in gpa calculations. Drops may be processed via Self-Service Banner (SSB) or by contacting the Registrar's Office in DH 103 (Graduate Office for graduate classes). Courses may not be dropped after the 70% point.

You should confer with your advisor prior to making any ADDS or DROPS.

IMPORTANT DEADLINES & DATES – Spring 2023

January 9 – May 5, 2023

Dec. 5 – Jan. 18	Mon.-Wed.	Complete Attendance Confirmation – Mandatory for all students.
January 9	Mon.	Classes begin
January 13	Fri.	Last day to drop a first half semester course in the Registrar's Office and receive a refund.
January 16	Mon.	Martin Luther King Jr. Day – no classes and offices closed.
January 18	Wed.	Last day to drop/add a 16-week, standard semester course and receive a refund. Last day to withdraw from school and receive 100% refund (for standard length classes) Census Date
January 18	Wed.	Attendance Confirmation must be completed.
January 19	Thurs.	Payment Due in Full (student bills)
February 15	Wed.	Last day to drop/withdraw a 1st half semester (no refund)
February 20	Mon.	Presidents Day—no classes and offices closed
March 3	Fri.	End of first half of semester courses
March 6	Mon.	Start of 2nd half semester courses
March 10	Fri.	Last day to drop second half semester course in the Registrar's Office and receive a refund.
March 13 – 17	Mon.-Fri.	Spring Break – no classes
March 20 – April 6	Mon.-Thurs.	Registration for Summer 2023, Fall 2023, and Spring 2024
March 22	Wed.	Last day to withdraw from school and receive pro-rated refund (60%). **MUST CONTACT THE REGISTRAR'S OFFICE.**
March 28	Tues.	Assessment Day – Exit exams given. No classes until 4 p.m.
March 31	Wed.	Last day to apply for May 2023 graduation
April 3	Mon.	Last day to drop/withdraw from full term class or school.
April 7	Fri.	Easter Break – no classes
April 19	Wed.	Last day to drop/withdraw 2nd half semester course
May 1 - 5	Mon.-Fri.	Final Exams
May 6	Sat.	Spring Commencement 10:30 a.m. Barnett Center

NOTE: Census Date is the last day for refunds on standard-length classes. Refunds for non-standard-length classes are based on the percent of calendar days elapsed. Drops cannot be backdated. Financial aid is determined as of enrollment on the Census Date for each term. Any classes added or dropped after this date will not be used in determination of financial aid eligibility. However, all courses registered for the term are included in determination of satisfactory academic progress. This includes non-standard-length and correspondence courses.

SPRING 2023

TUITION/FEE PAYMENT

Fee payment is scheduled in the Finance Office: January 9 – 19, 2023.

Students who do not pay at the Finance Office may pay by mail or online thru Self-Service Banner (SDePay), providing the payment is received in the Finance Office by the due date of the bill. If financial arrangements are not made with the Finance Office by the specified due date on the bill, the student's enrollment may be cancelled. Reinstatement requires written approval of all instructors and payment of late fees.

Tuition and Fees

Please see http://www.northern.edu/admissions/pages/costs.aspx for tuition.

Please see http://www.northern.edu/admissions/pages/fees.aspx for fees.

Return Check Policy

It is understood and agreed that upon presentation of your check as the form of payment for any Northern State University transactions, you are entering into a contractual agreement that obligates you and holds you responsible for any and all fees and expenses incidental to the principal obligation on any check that is returned non-payable.

Withdrawals/Refunds

Drops:
In order to receive a 100% refund for a class, the class must be dropped by 10% of the calendar days of the class (Census date). Students may drop individual classes via Self Service Banner or by contacting the Registrar's Office (Dacotah Hall 103) until 70% of the class has passed (Drop date). Classes dropped by Census date will not appear on the student transcript and will no longer be calculated in attempted credits. Classes dropped after Census date but by the Drop date will remain on the transcript and will receive a withdrawal grade (WD, WFL or W). There are no refunds for classes dropped after census date. Dates for the standard term are listed in Important Deadlines & Dates. Students are responsible to know and adhere to the Census and Drop dates of each class they enroll in.

Withdrawals:
It is considered a withdrawal when a student drops **all** classes (from all of the South Dakota six public universities) enrolled in for a term. Self-Service Banner will not allow you to drop all classes for a term. Students must notify the Registrar's Office of their home university to initiate a withdrawal and to be sure processing is done correctly. The notification cannot be completed online, but must be made in writing, by phone or in person to Registrar staff. The withdrawal date is the date the student notifies the Registrar's office of intent to withdraw (Graduate students may contact the Graduate office). A student may not withdraw if it is past the Drop date of any enrolled class, though they may be able to drop classes that have not reached their drop date. Each situation is unique, so eligibility for refund will be determined upon withdrawal. Room contracts and meal plans will be refunded based on the unused portion of the charges. Refunds will be calculated through 60% of the semester.

Withdrawals prior to term start are cancels and nothing appears on the transcript. Withdrawals done after term start through census result in a notation on the transcript. For withdrawals after census through 70% point, all classes appear on the transcript with WW grades.

In accordance with federal regulations, refunds for financial aid recipients will be returned to aid programs first as required by federal regulations. Any remaining funds will be returned to the student. If the aid repayment results in a balance due, the student will be responsible to remit that mount to the University.

Students are encouraged to sign up to receive refunds through direct deposit to their checking or savings account.

SPRING 2023

Administrative Withdrawal

Students may be administratively withdrawn from Northern State University for disciplinary reasons, or for failure to meet financial obligations. In all cases, the Registrar will be responsible for carrying out the withdrawal. The effective date of withdrawal for disciplinary reasons or failure to meet financial obligations will be the date the withdrawal is processed. The withdrawal date will determine any refund based on the refund schedule in effect for the term in question.

Admission

If you wish to enroll at NSU for the first time, contact the Admissions Office at 605-626-2544 or 800-678-5330 for admission requirements and other pertinent information. Graduate students should contact the Graduate Office at 605-626-2558.

Refer to the Northern State University online catalog or NSU website for more information regarding admission to NSU.

Returning Students. If you were not enrolled during the current term, and you have taken NSU courses before, contact the Admission's Office (605-626-2544) to complete re-entry procedures and secure a registration priority date.

Readmission/Reinstatement. If you wish to return after having been on academic suspension, refer to the current university catalog under Academic Suspension for procedure.

Application for Graduation

Candidates for undergraduate degrees must make formal application for graduation via Self Service Banner. Candidates are encouraged to apply as soon as they are registered for all remaining credits. Candidates should also pay special attention to notices about Exit Exams required for graduation. Final deadlines to apply for graduation are as follows:

Commencement Date	Official Graduation Date	Graduation Term	Application Deadline
May 6, 2023 – Spring 2023	May 5, 2023	Spring 2023	March 31, 2023
May 6, 2023-Spring 2023	August 18, 2023	Summer 2023	March 31, 2023

Summer candidates, who wish to participate in a commencement ceremony, should apply for the preceding May graduation ceremony. When doing the SSB application for graduation, apply for the term you will be graduating/finishing, not the term of the ceremony. To ensure inclusion on commencement lists, applications must be submitted by the dates above.

NSU Wolf Shoppe

For information please see course materials at NSU Wolf Shoppe.

SPRING 2023

EXAMINATION POLICY/SCHEDULE

1. The term "examination" is understood to mean any of various kinds of meaningful culminating activities as well as written tests.

2. The first and last periods of each final examination day have been reserved for testing multiple sections of the same course. Professors who so desire shall reserve these time periods by making arrangements with the Provost and Vice President for Academic Affairs Office the previous semester. Multiple sections of three or more shall have priority.

3. Face-to-face evening class (5-10 p.m.) examinations shall be given at the regular class meeting time during semester examination week.

4. Online class examinations must be scheduled sometime during final exam week, beginning with the Sunday prior to final exam week and culminating at 5:00 pm CT on Friday of final exam week. Faculty members have the option to make the online final exam or culminating experience available to students over the course of several days within the final exam week, to accommodate the schedules of online learners.

5. Students may request exception to the examination schedule only if they are scheduled for more than three examinations in any one-day or if there are personal emergencies. Students must provide written approval from the professor to the appropriate college/school dean, who will then notify the professor of his/her final approval. Arrangements for taking an examination other than at the regularly scheduled time must be made by the student and the professor at least one week in advance.

6. Because face-to-face classes meet several times each week, the schedule refers to the first meeting of the class. Classes scheduled over two or more class periods will be tested according to the first period scheduled (i.e., classes meeting 9:30 to 10:45 TT will be tested during the block assigned to 9:00 classes meeting regularly on Tuesday).

7. If other than the regularly assigned room is to be used, space must be cleared through the Office of the Provost and Vice President for Academic Affairs.

8. During the week preceding the examination schedule, each professor shall indicate the day, hour and place of the examination. Faculty teaching online courses must provide specific details regarding online exams, including proctoring information, if applicable.

9. Each semester the examination schedule will be rotated one day ahead.

SPRING 2023

Spring 2023 Final Exam Schedule

Monday, May 1, 2023

7:30 - 9:30	
9:45 - 11:45	All 9:00 a.m. classes meeting regularly on Monday.
12:00 - 2:00	All 1:00 p.m. classes meeting regularly on Tuesday.
2:15 - 4:15	All 11:00 a.m. classes meeting regularly on Monday.
4:30 - 6:30	

Tuesday, May 2, 2023

7:30 - 9:30	
9:45 - 11:45	All 12:00 p.m. classes meeting regularly on Tuesday.
12:00 - 2:00	All 8:00 a.m. classes meeting regularly on Monday.
2:15 - 4:15	All 3:00 p.m. classes meeting regularly on Tuesday.
4:30 - 6:30	

Wednesday, May 3, 2023

7:30 - 9:30	
9:45 - 11:45	All 10:00 a.m. classes meeting regularly on Monday.
12:00 - 2:00	All 11:00 a.m. classes meeting regularly on Tuesday.
2:15 - 4:15	All 9:00 a.m. classes meeting regularly on Tuesday.
4:30 - 6:30	

Thursday, May 4, 2023

7:30 - 9:30	
9:45 - 11:45	All 3:00 p.m. classes meeting regularly on Monday.
12:00 - 2:00	All 2:00 p.m. classes meeting regularly on Monday.
2:15 - 4:15	All 10:00 a.m. classes meeting regularly on Tuesday.
4:30 - 6:30	

Friday, May 5, 2023

7:30 - 9:30	All 8:00 a.m. classes meeting regularly on Tuesday.
9:45 - 11:45	All 1:00 p.m. classes meeting regularly on Monday.
12:00 - 2:00	All 12:00 p.m. classes meeting regularly on Monday.
2:15 - 4:15	All 2:00 p.m. classes meeting regularly on Tuesday.
4:30 - 6:30	