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Office of the Registrar Newsletter

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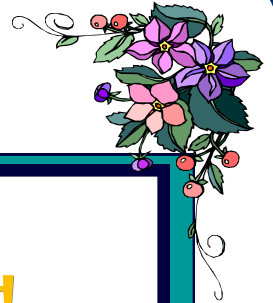
Important Dates

- **April 7th**
Pre-Registration opens
for Summer and Fall 2014
- **April 15th**
Graduation
Application Due
Summer and Fall 2014
- **April 17th**
Spring 2014
Lost Instructional Time
Make Up Day
- **April 18th**
Good Friday State Holiday
- **April 24th**
Grading opens
for Spring 2014
- **April 26th**
Spring 2014
Lost Instructional Time
Make up Day
- **April 30th**
Last day of classes
- **May 1st**
Reading Day

Last day to withdraw
from classes with a WF

Spring 2014
Lost Instructional Time
Make up Day
- **May 2nd-8th**
Final Exams

Welcome Spring!



Graduation Application Deadline

SUMMER 2014 AND FALL 2014 : APRIL 15TH

Undergraduate and Graduate Students

For more info: click [HERE](#)



**Audit and Graded Audit
registration is now
available on SeaNet!**

Students may request to audit a course in SeaNet, with all approvals being handled online.

Instructors, if you receive a request to approve an audit or graded audit, you can see our [instructions](#) to approve or deny it in SeaNet. Questions? Contact [Sandy Drew](#)

Attention Instructors:

**Spring grading opens April 24th
Grades are due May 12th at 2pm**

If you expect you will be unable to submit grades by the deadline, please send an email to [Chris Wrede](#) to be coded for extended grading.

Be sure to include the CRN of the course(s) and copy your department chair and academic dean for approval.

Ever wonder how the number of contact hours for a professor are calculated for a given course?

1 Credit = 750 instructional minutes;
15 instructional contact hours;
12.5 instructional clock hours

3 Credits = 2250 instructional minutes;
45 instructional contact hours;
37.5 instructional clock hours

So, to figure the hours for a given week multiply the number of credits by 750, and divide this by the number of weeks.

Credits * 750 / Number of weeks

An example using 3 credits for 16 weeks, and 8 weeks:

3 Credits

$3 * 750 / 16$
2.33 hrs. per week

$3 * 750 / 8$
4.67 hrs. per week

Questions? Contact [Shane Baptista](#)



Summer Hours

Starts Monday May 12th and
ends Friday August 8th

Monday-Thursday 7:30am-5pm
(Front Counter closes at 4:30pm year round)
Friday 7:30am-11:30am

