### Spring Semester

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Academic Records, 540 Student Academic Services Bldg., 281 W. Lane Ave., Columbus OH 43210-1132</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
<td>Fourteen Weeks (instruction time)</td>
</tr>
<tr>
<td><strong>First Session</strong></td>
<td>Seven Weeks (instruction time)</td>
</tr>
<tr>
<td><strong>Second Session</strong></td>
<td>Seven Weeks (instruction time)</td>
</tr>
</tbody>
</table>

### Grade Posting Deadlines

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Spring Semester</th>
<th>First Session</th>
<th>Second Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete Grades and/or Extensions</td>
<td>Monday, February 22, 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Posting Deadline Graduating Students*</td>
<td>Wednesday, May 04, 2016 (12pm)</td>
<td>Wednesday, March 02, 2016</td>
<td>Wednesday, May 04, 2016 (12pm)</td>
</tr>
<tr>
<td>Degree Audits available next morning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Posting Deadline Non-Graduating Students</td>
<td>Monday, May 09, 2016 (11:59pm)</td>
<td>Monday, March 07, 2016</td>
<td>Monday, May 09, 2016 (11:59pm)</td>
</tr>
<tr>
<td>Degree Audits available next morning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day for Electronic Grade Submission</td>
<td>Sunday, June 05, 2016</td>
<td>Sunday, June 05, 2016</td>
<td>Sunday, June 05, 2016</td>
</tr>
<tr>
<td>Grade Change Form required after this date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Grades for graduating students are due no later than 48 hours after the end of the exam, except for finals administered on Thursday, when grades for graduating students will be due no later than 24 hours after the end of the exam.

### Summer Term 2016 Scheduling Information

**Schedule of Classes Available January 25, 2016**

<table>
<thead>
<tr>
<th>Monday, February 22, 2016</th>
<th>Registration Opens</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 22, 2016 - Tuesday, February 23, 2016</td>
<td>Appointments Open</td>
<td>University Priority</td>
</tr>
<tr>
<td>Wednesday, February 24, 2016</td>
<td>Appointments Open</td>
<td>Graduating Seniors</td>
</tr>
<tr>
<td>Thursday, February 25, 2016 - Monday, February 29, 2016</td>
<td>Appointments Open</td>
<td>Seniors (Rank 4), Graduate and Graduate Professional</td>
</tr>
<tr>
<td>Tuesday, March 01, 2016 - Thursday, March 03, 2016</td>
<td>Appointments Open</td>
<td>Juniors (Rank 3)</td>
</tr>
<tr>
<td>Friday, March 04, 2016 - Tuesday, March 08, 2016</td>
<td>Appointments Open</td>
<td>Sophomores (Rank 2)</td>
</tr>
<tr>
<td>Wednesday, March 09 2016 - Friday, March 11, 2016</td>
<td>Appointments Open</td>
<td>Freshmen (Rank 1), Transient (Ranks VST) and other students</td>
</tr>
</tbody>
</table>

### Autumn Semester 2016 Scheduling Information

**Schedule of Classes Available February 8, 2016**

<table>
<thead>
<tr>
<th>Monday, March 21, 2016</th>
<th>Registration Opens</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 21, 2016 - Tuesday, March 22, 2016</td>
<td>Appointments Open</td>
<td>University Priority</td>
</tr>
<tr>
<td>Wednesday, March 23, 2016 - Thursday, March 24, 2016</td>
<td>Appointments Open</td>
<td>Graduating Seniors</td>
</tr>
<tr>
<td>Friday, March 25, 2016 - Thursday, March 31, 2016</td>
<td>Appointments Open</td>
<td>Seniors (Rank 4), Graduate and Graduate Professional</td>
</tr>
<tr>
<td>Friday, April 01, 2016 -Wednesday, April 06, 2016</td>
<td>Appointments Open</td>
<td>Juniors (Rank 3)</td>
</tr>
<tr>
<td>Thursday, April 07, 2016 - Tuesday, April 12, 2016</td>
<td>Appointments Open</td>
<td>Sophomores (Rank 2)</td>
</tr>
<tr>
<td>Wednesday, April 13, 2016 - Tuesday, April 19, 2016</td>
<td>Appointments Open</td>
<td>Freshmen (Rank 1), Transient (Ranks VST) and other students</td>
</tr>
</tbody>
</table>

**Add a Class (Online, Self-Service Registration):** When enrollment appointment opens through the First Friday of classes.

**Drop a Class (Online, Self-Service Registration):** **SEMESTER:** When enrollment appointment opens through Fourth Friday of classes. **SESSION:** When enrollment appointment opens through Second Friday of classes.
## Important Dates | Spring 2016 Semester

*Note - Important Dates are Subject to Change*

### Spring 2016 Calendar

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2016 Course Registration Opens</td>
<td>Monday, October 19, 2015</td>
</tr>
<tr>
<td>Online Residency Form Open (for tuition purposes)</td>
<td>Saturday, October 15, 2015</td>
</tr>
<tr>
<td>Online Residency Form Priority Deadline (for tuition purposes)</td>
<td>Thursday, December 15, 2015</td>
</tr>
<tr>
<td>New Year's Day – offices closed</td>
<td>Friday, January 01, 2016</td>
</tr>
<tr>
<td>Initial Tuition, Fee and University Residences and Dining Services Payment Deadline</td>
<td>Monday, January 04, 2016</td>
</tr>
<tr>
<td>Late Payment Fee Assessed - $200</td>
<td>Tuesday, January 05, 2016</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>Monday, January 11, 2016</td>
</tr>
<tr>
<td>Online Residency Form Final Deadline (for tuition purposes)</td>
<td>Friday, January 15, 2016</td>
</tr>
<tr>
<td>Last Day 100% Refund Period</td>
<td>Friday, January 15, 2016</td>
</tr>
<tr>
<td>Last day to add course using online registration</td>
<td>Friday, January 15, 2016</td>
</tr>
<tr>
<td>Last day to add a course without instructor’s written permission</td>
<td>Friday, January 15, 2016</td>
</tr>
<tr>
<td>Martin Luther King Day – no classes, offices closed</td>
<td>Monday, January 18, 2016</td>
</tr>
<tr>
<td>Last day to add a course without a petition</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Last day to petition to use the Grade Forgiveness Rule - for a class in which you are enrolled for Spring 2016 to forgive a class you have completed earlier</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Last day 75% Refund Period</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Drop for Non-Payment - Students with an unpaid balance after the Second Friday of the term will be subject to removal from classes and penalty fees may be assessed.</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Late Payment Fee Increases - $300 total</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Late Registration Fee Assessed - $500</td>
<td>Saturday, January 23, 2016</td>
</tr>
<tr>
<td>Late Course Add Fee Assessed - $100 per course added</td>
<td>Saturday, January 23, 2016</td>
</tr>
<tr>
<td>Ohio Board of Regents Census Date - &quot;15th&quot; Day Reporting</td>
<td>Monday, January 25, 2016</td>
</tr>
<tr>
<td>The university reserves the right to refuse registration and/or fee payment after this date</td>
<td>Monday, January 25, 2016</td>
</tr>
<tr>
<td>Re-enrollment Fee Begins - $300</td>
<td>Saturday, January 30, 2016</td>
</tr>
<tr>
<td>Last date to register for audit or pass/non-pass options for a course - undergraduates only</td>
<td>Friday, February 05, 2016</td>
</tr>
<tr>
<td>Last date to drop a course without receiving a “W” on record</td>
<td>Friday, February 05, 2016</td>
</tr>
<tr>
<td>Last date to drop a course using online registration</td>
<td>Friday, February 05, 2016</td>
</tr>
<tr>
<td>Last Day 50% Refund Period</td>
<td>Friday, February 05, 2016</td>
</tr>
<tr>
<td>Last date to drop a course without petitioning</td>
<td>Friday, March 25, 2016</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Monday, April 25, 2016</td>
</tr>
<tr>
<td>Reading day</td>
<td>Tuesday, April 26, 2016</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Wednesday, April 27, 2016 - Tuesday, May 3, 2016</td>
</tr>
<tr>
<td>Commencement</td>
<td>Sunday, May 08, 2016</td>
</tr>
</tbody>
</table>

---

To access additional information, contact Academic Records at 614-292-9330 or email registrar@osu.edu.
## Important Dates | Spring 2016 Semester

*Note - Important Dates are Subject to Change*

**Spring 2016 Registration Dates**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date to clear holds prior to enrollment appointments opening</td>
<td>Sunday, October 18, 2015</td>
<td>Sunday, October 18, 2015</td>
<td>Sunday, October 18, 2015</td>
</tr>
<tr>
<td>Last day to transfer colleges or make a campus change - Effective dated the day before the first day of the term, January 11, 2016</td>
<td>Friday, January 15, 2016</td>
<td>Friday, January 15, 2016</td>
<td>Friday, January 15, 2016</td>
</tr>
<tr>
<td>The university reserves the right to refuse registration and/or fee payment after this date</td>
<td>Monday, January 25, 2016</td>
<td>Monday, January 25, 2016</td>
<td>Monday, January 25, 2016</td>
</tr>
<tr>
<td>Last day to register for audit or pass/non-pass options for a course - undergraduates only</td>
<td>Friday, February 05, 2016</td>
<td>Friday, January 22, 2016</td>
<td>Friday, March 11, 2016</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Monday, April 25, 2016</td>
<td>Friday, February 26, 2016</td>
<td>Monday, April 25, 2016</td>
</tr>
</tbody>
</table>

**Spring 2016 Fees & Refund Dates**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day Fees may be Paid</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Late Payment Fee Assessed - $200</td>
<td>Tuesday, January 05, 2016</td>
<td>Tuesday, January 05, 2016</td>
<td>Tuesday, January 05, 2016</td>
</tr>
<tr>
<td>Last Day 100% Refund Period</td>
<td>Friday, January 15, 2016</td>
<td>Friday, January 15, 2016</td>
<td>Friday, March 04, 2016</td>
</tr>
<tr>
<td>Last Day 75% Refund Period</td>
<td>Friday, January 22, 2016</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Late Payment Fee Increases - $300 total</td>
<td>Friday, January 22, 2016</td>
<td>Friday, January 22, 2016</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Late Registration Fee Assessed - $500</td>
<td>Saturday, January 23, 2016</td>
<td>Saturday, January 23, 2016</td>
<td>Saturday, March 12, 2016</td>
</tr>
<tr>
<td>Late Course Add Fee Assessed - $100 per course added</td>
<td>Saturday, January 23, 2016</td>
<td>Saturday, January 23, 2016</td>
<td>Saturday, March 12, 2016</td>
</tr>
<tr>
<td>Re-enrollment Fee Begins - $300</td>
<td>Saturday, January 30, 2016</td>
<td>Saturday, January 30, 2016</td>
<td>Saturday, January 30, 2016</td>
</tr>
<tr>
<td>Last Day 50% Refund Period</td>
<td>Friday, February 05, 2016</td>
<td>Friday, January 22, 2016</td>
<td>Friday, March 11, 2016</td>
</tr>
</tbody>
</table>

**Spring 2016 Add/Drop Deadlines**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add a course without instructor’s written permission</td>
<td>Friday, January 15, 2016</td>
<td>Friday, January 15, 2016</td>
<td>Friday, March 04, 2016</td>
</tr>
<tr>
<td>Last date to add course using online registration</td>
<td>Friday, January 15, 2016</td>
<td>Friday, January 15, 2016</td>
<td>Friday, March 04, 2016</td>
</tr>
<tr>
<td>Last date to add a course without a petitioning</td>
<td>Friday, January 22, 2016</td>
<td>Friday, January 22, 2016</td>
<td>Friday, March 11, 2016</td>
</tr>
<tr>
<td>Drop for Non-Payment - Students with an unpaid balance after the Second Friday of the term will be subject to removal from classes and penalty fees may be assessed</td>
<td>Friday, January 22, 2016</td>
<td>Friday, January 22, 2016</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Last date to drop a course using online registration</td>
<td>Friday, February 05, 2016</td>
<td>Friday, January 22, 2016</td>
<td>Friday, March 11, 2016</td>
</tr>
<tr>
<td>Last date to drop a course without receiving a “W” on record</td>
<td>Friday, February 05, 2016</td>
<td>Friday, January 22, 2016</td>
<td>Friday, March 11, 2016</td>
</tr>
<tr>
<td>Last date to drop a course without petitioning</td>
<td>Friday, March 25, 2016</td>
<td>Friday, February 19, 2016</td>
<td>Friday, April 08, 2016</td>
</tr>
</tbody>
</table>

### Financial Aid Dates

- Please visit the Student Financial Aid website at: [http://sfa.osu.edu/](http://sfa.osu.edu/).

### Graduate School Dates

- Please visit the Graduate School’s website at: [http://www.gradsch.ohio-](http://www.gradsch.ohio-)

### TOPP Enrollment & Due Dates

- Please visit the Student Service Center’s website at: [http://ssc.osu.edu/TOPP.html](http://ssc.osu.edu/TOPP.html).

### Student Health Insurance Dates

- Please visit the Student Health Insurance website at: [http://shi.osu.edu/](http://shi.osu.edu/).

---

**The university reserves the right to refuse registration and/or fee payment after this date**

**Last date to register for audit or pass/non-pass options for a course - undergraduates only**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 25, 2016</td>
</tr>
<tr>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Friday, March 11, 2016</td>
</tr>
</tbody>
</table>

**Spring 2016 Add/Drop Deadlines**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Course Add Fee Assessed - $100 per course added</td>
<td>Saturday, January 23, 2016</td>
</tr>
<tr>
<td>Re-enrollment Fee Begins - $300</td>
<td>Saturday, January 30, 2016</td>
</tr>
<tr>
<td>Last Day 50% Refund Period</td>
<td>Friday, February 05, 2016</td>
</tr>
<tr>
<td>Late Day 75% Refund Period</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Late Payment Fee Increases - $300 total</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Late Registration Fee Assessed - $500</td>
<td>Saturday, January 23, 2016</td>
</tr>
<tr>
<td>Late Payment Fee Assessed - $200</td>
<td>Tuesday, January 05, 2016</td>
</tr>
<tr>
<td>Initial Tuition, Fee Payment Deadline</td>
<td>Monday, January 04, 2016</td>
</tr>
<tr>
<td>First Day Fees may be Paid</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Spring 2016 Fees & Refund Dates**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day Fees may be Paid</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Late Payment Fee Assessed - $200</td>
<td>Tuesday, January 05, 2016</td>
<td>Tuesday, January 05, 2016</td>
<td>Tuesday, January 05, 2016</td>
</tr>
<tr>
<td>Last Day 100% Refund Period</td>
<td>Friday, January 15, 2016</td>
<td>Friday, January 15, 2016</td>
<td>Friday, March 04, 2016</td>
</tr>
<tr>
<td>Last Day 75% Refund Period</td>
<td>Friday, January 22, 2016</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Late Payment Fee Increases - $300 total</td>
<td>Friday, January 22, 2016</td>
<td>Friday, January 22, 2016</td>
<td>Friday, January 22, 2016</td>
</tr>
<tr>
<td>Late Registration Fee Assessed - $500</td>
<td>Saturday, January 23, 2016</td>
<td>Saturday, January 23, 2016</td>
<td>Saturday, March 12, 2016</td>
</tr>
<tr>
<td>Late Course Add Fee Assessed - $100 per course added</td>
<td>Saturday, January 23, 2016</td>
<td>Saturday, January 23, 2016</td>
<td>Saturday, March 12, 2016</td>
</tr>
<tr>
<td>Re-enrollment Fee Begins - $300</td>
<td>Saturday, January 30, 2016</td>
<td>Saturday, January 30, 2016</td>
<td>Saturday, January 30, 2016</td>
</tr>
<tr>
<td>Last Day 50% Refund Period</td>
<td>Friday, February 05, 2016</td>
<td>Friday, January 22, 2016</td>
<td>Friday, March 11, 2016</td>
</tr>
</tbody>
</table>