

PUBLICATION DESIGN FOR WEB

The focus of this course is on the development, planning, design and production of several different types of electronic publications including Web-based and CD/DVD production. Students will learn how to modify their design approaches for the electronic environment. Students will be taught to use current graphics industry standards software, and the proper preparation of media in national and international society. Use of the computer lab will be required. Internet access will be necessary for project research and development.

COURSE OUTCOMES

Through demonstrations, in-class discussion/participation and assignments, students will be introduced to the principles of web design, and its role in the field of visual communications. Students will learn how to arrange and combine text and graphics in a manner that effectively reflects the subject matter, message, and client character, as well as take into consideration restrictions and advantages of designing for new media.

Students will gain skills in specifying type and graphics with consideration of the electronic publication, use of industry standard software and mark-up language, and the design of a publication that exists in a multi-directional (non-sequential) format. Through proper research, examination and implementation, students will gain understanding in design, production, and use of electronic publications such as website development and design for organizational communication applications.

STUDENT RESPONSIBILITIES

As a student in this class you will be required to effectively manage your time both in and outside of the classroom. You will be required to complete all projects on time by maintaining a regular, responsible work ethic. You will need to be in class during project introduction lectures because I will not give students individual lectures. If you are absent during this time it is up to you to gather notes and advice from fellow students and access any materials from the class on Blackboard. You must take notes during project introductions and critiques! Each Project must be live and working on a server to be viewed.

SUPPLIES

- Sketch Pad
- Graph Paper (Recommended)
- Pencils
- Colored Pencils
- Sharpie Black & Red Fine Permanent Marker

COURSE INFO

Tuesdays/Thursdays 8:00 - 10:55 am
VADC 103
Mott Community College
3 credits/6 contact hours

Prerequisites: Placement testing at level of at least RDNG-030, Minimum 2.5 in ART.-146.

Classroom handouts, lectures, assignment sheets, announcements and other supplemental materials will be available for download at blackboard.mcc.edu.

INSTRUCTOR

Katie Krcmarik
P: 248-321-3434 (cell)
kkrcmarik@hotmail.com
@KatieKrcmarik

Office Hours:
Varies, but I will be available on campus Mon, Tues, Wed, and Thurs.

TEXTBOOK

Dreamweaver CS6: Visual QuickStart Guide by Tom Negrino & Dori Smith, Peachpit Press, ISBN: 978-0321822529

Other readings may be required. These readings will be placed on Blackboard for download.

GRADING POLICIES

Presentations will be presented to the class. Your projects should be completed as specified on the provided assignment sheet. Wiki posts will be posted to the class wiki. It is up to the discretion of the instructor to penalize for absences and lateness.

There are no exams in this course, but there will be a final portfolio review. There will also be a variety of discussions, activities, a presentation, design projects and wiki posts, all of which will be given specific deadlines for completion. Assignments and wiki posts are expected to be completed outside of class, as homework. I expect reading to be completed outside of class so you can fully participate in class discussions and activities. All assignments are due at the start of the class date posted.

Late penalties are based on calendar days, not class days. Late work can be turned in digitally via email, during another class, or by arrangement with the instructor. It is, however, better to turn in a project late,

rather than not at all. I would also note that all projects can be resubmitted for a higher grade, but late points cannot be removed. It would be better to turn in a potentially bad project on time than a really good project late.

Late penalties:

- 1 day late = -5 pts
- 2 days late = -10 pts
- 3 days late = -15 pts
- 4 days late = -20 pts

After 4 days, assignments may not be accepted and a failing grade could be reported. Instructor can adjust this policy at her discretion.

EXTRA CREDIT

Occasionally, the instructor, at her discretion, may make available an opportunity for a student to earn extra credit. This would be determined either on an individual basis, or as an opportunity for the entire class. Please pay attention to Blackboard and/or follow

me on Twitter to receive information about extra credit opportunities.

GRADING SCALE

Translation of 100 point system to college grade reporting is as follows:

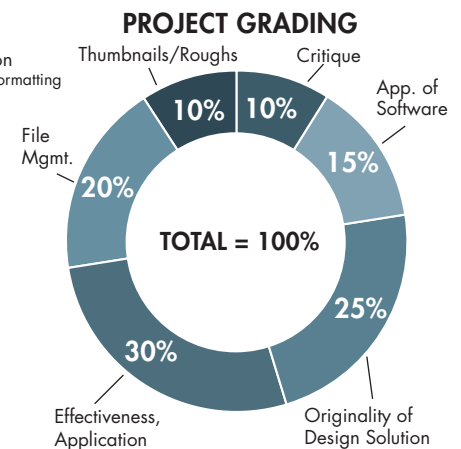
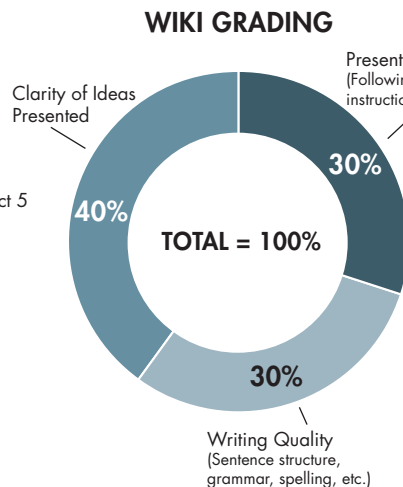
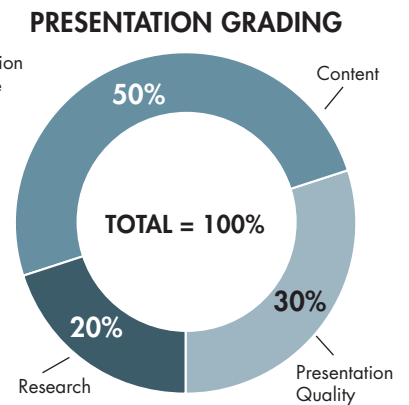
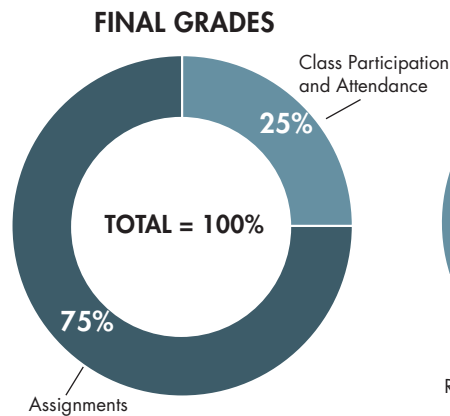
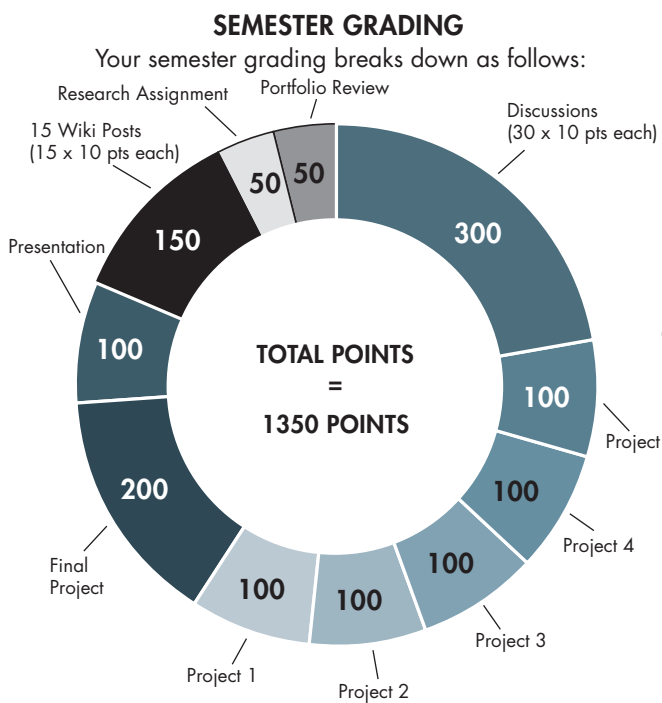
1350-1256	100-93	4.0	A
1255-1188	92-88	3.5	B+
1187-1121	87-83	3.0	B
1120-1067	82-79	2.5	C+
1066-999	78-74	2.0	C
998-932	73-69	1.5	D+
931-864	68-64	1.0	D
863-0	63-0	0.0	E

DISCLAIMER

The grading information provided here is meant as a general guide. However, the instructor reserves the right to adjust the course grading policy as she deems appropriate.

COMPLETE GRADING BREAKDOWN

These graphs show the complete breakdown of your overall semester grading and your overall assignment points. They also show the breakdown of specific assignments



PARTICIPATION

Participation in class is expected and required. You should be prepared to offer your opinions during classroom discussions and actively participate in critiques. I do understand that talking in front of people may be hard for you, but I ask that you try to participate in some way. Students less comfortable participating in class discussion could and should take a more active role on the wiki or in the in class activities. You should find a way to participate in a manner that is comfortable for you. Participation is part of your grade and a crucial factor when making final decisions about grades.

CRITIQUES

This class will require you to present your projects in critiques both at the end of the project and during the project. These critiques are for the purpose of helping you improve your work. You should not take the feedback personally and should take it in the spirit it is intended. You will be expected to present your work and provide feedback on your classmates work. Engaging, respectful, intelligent, and articulate participation in all group critiques is expected. Missing a critique will result in a penalty to your final grade on the project.

PROJECTS

Each assignment will be posted and live on the MCC servers or your own personal server. You will also make sure that all files/folders for all assignments placed on the Class Shares. It is important that your name and the exercise name are in the file/folder name. Also make sure that you include all files needed to view your final work when turning in your digital file. This means including any linked images and fonts. Files/Folders not labeled correctly will be considered late as the assignment cannot be graded until the creator of the file can be identified.

Digital files/folders should be named as follows: YourLastName_ART245_Project#

See assignment sheets for any other particular for specific assignments.

At the end of the semester, all digital work will be turned in on a CD/DVD at your Portfolio Review. The CD/DVD should be in a sleeve or case and labeled with the above information. Files/Folders should be clearly labeled, and your name should be part of the file name. This CD is part of your portfolio review grade and is for the instructor to keep. You may also want to make a similar copy for yourself.

Note: File management is very important for creating successful websites and will figure into your grade.

WRITTEN COMPONENTS & PRESENTATIONS

It is expected that all writing assignments will demonstrate college level writing skills including proper grammar, appropriate language, and proper structure. Texting language and emoticons are not acceptable for writing assignments. **No hand-written assignments will be accepted.**

Wiki Posts

You will be contributing to a course wiki over the course of the semester. This wiki will serve as a resource for the class as well as a place to gather information. The link to the wiki will be provided to you. You will need to register as a contributor. You will be expected to contribute weekly based on the specifications on the assignment sheet.

The previous instructions for grammar and language apply to the wiki. It is important that you make sure to write professionally and appropriately when completing your wiki posts. These skills are also important in your future as a graphic designer (or in any career path). There are plenty tools to assist you with meeting this goal. I will penalize students not adhering to these requirements.

Presentations

Presentations should be done in using Google Docs presentation software or PowerPoint. Do not use Keynote or any other software. Make sure to format your presentation consistently. I don't want to see ten different presentations sandwiched together. Also, make sure your presentation is readable and not distracting.

HOW DO I GET AN A IN THIS CLASS?

Students often ask how they can get an A in my class. The below guide is meant as guidelines to provide you with some idea of what I'm looking for.

Grade A

An A student will produce outstanding work. It will be original work and represent ideas not typically associated with the assignment. Your performance in all other aspects of class will also be outstanding. Further, you should:

- Attend all classes and be on time
- Turn in all work and turn it in on time
- Go above and beyond the basics on assignments
- Actively participate in classroom activities and discussions
- Exceptional craft and presentation

Grade B

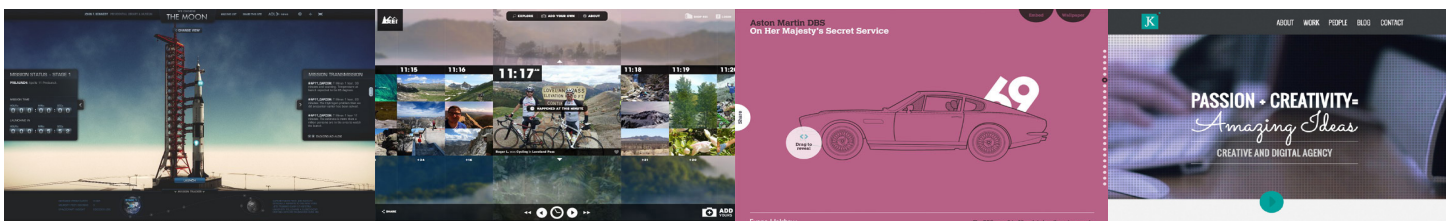
A B student will produce good work, but it will be predictable. While you will have pretty good performance in the class, your attendance and timeliness will not be outstanding. Further, you will:

- Will attend most classes (missing fewer than 3 classes) and be on time
- Turn in most work (missing five or fewer assignments) and be on time most of the time (late fewer than three times)
- Participate in classroom activities and discussions
- Good craft and presentation

Grade C

A C student will produce average work and be lacking in overall classroom performance and timeliness. Further, you will:

- Will miss a number of classes (three to five) and may have issues with tardiness
- Missing a number of assignments (five to ten) and will often be late turning in assignments
- Minimal participation in classroom activities and discussions
- Deficient craft and presentation



COURSE SCHEDULE

WEEK 1

TUESDAY - 1/13/15

- 🗨 Discussion: Review Syllabus, Intro to HTML
- ✂ In Class Activity: Intro to HTML
- ☑ Assign Project 1
- 📅 Assignment: Complete Project 1

THURSDAY - 1/15/15

- 🗨 Discussion: Work on Project
- ☑ Project 1 Due
- 📖 Reading: Chapters 7, 8, 9 in Dreamweaver CS6
- 📅 Assignment: Continue to explore HTML

WEEK 2

TUESDAY - 1/20/15

- 🗨 Discussion: Quick Critique of Project 1, Intro Project 2
- ✂ In Class Activity: Intro to Dreamweaver and CSS
- ☑ Assign Project 2
- 📅 Assignment: Work on Project 2

THURSDAY - 1/22/15

- 🗨 Discussion: Work on Project
- 📖 Reading: CSS on Blackboard
- 📅 Assignment: Work on Project 2

WEEK 3

TUESDAY - 1/27/15

- 🗨 Discussion: Prelim Critique, Work Day
- 📅 Assignment: Work on Project 2

THURSDAY - 1/29/15

- 🗨 Discussion: Critique Project 2
- ☑ Project 2 Due
- 📖 Reading: Apps on Blackboard
- 📅 Assignment: Think about a basic idea for an app

WEEK 4

TUESDAY - 2/3/15

- 🗨 Discussion: Apps, Design of User Interfaces
- ☑ Assign Project 3
- 📖 Reading: Creating Apps on Blackboard
- 📅 Assignment: Work on Project 3

THURSDAY - 2/5/15

- 🗨 Discussion: Review of Student Interface Sketches, Workflow, Small Group Discussions, Creating Apps
- 📅 Assignment: Work on Project 3

WEEK 5

TUESDAY - 2/10/15

- 🗨 Discussion: Apps, Design of User Interfaces
- ☑ Assign Project 3
- 📅 Assignment: Work on Project 3

THURSDAY - 2/12/15

- 🗨 Discussion: Work on Project, Prelim Critique
- 📅 Assignment: Work on Project 3

WEEK 6

TUESDAY - 2/17/15

- 🗨 Discussion: User Testing, Work on Project
- 📅 Assignment: Work on Project 3

THURSDAY - 2/19/15

- 🗨 Critique of Project 3
- ☑ Project 3 Due
- 📖 Reading: Chapters 4, 5, 6 and 16 in Dreamweaver CS6

WEEK 7

TUESDAY - 2/24/15

- 🗨 Discussion: Sitemaps, Photoshop to Dreamweaver
- ☑ Assign Project 4
- 📅 Assignment: Work on Project 4

THURSDAY - 2/26/15

- 🗨 Discussion: Review Student Thumbnails/Roughs, More Dreamweaver
- 📅 Assignment: Work on Project 4

WEEK 8

TUESDAY - 3/3/15

- 🗨 Discussion: Work on Project
- 📅 Assignment: Work on Project 4

THURSDAY - 3/5/15

- 🗨 Discussion: Prelim Critique, Work Day
- 📅 Assignment: Work on Project 4

SPRING BREAK: 3/9/15 - 3/15/15 - NO CLASSES!!!

WEEK 9







TUESDAY - 3/17/15

- 🗨 Discussion: Critique of Project 4
- ☑ Project 4 Due
- 📖 Reading: Planning Websites on Blackboard

THURSDAY - 3/19/15

- 🗨 Discussion: Planning Websites, Web Editors Besides Dreamweaver
- ☑ Assign Research Project & Presentation
- 📖 Reading: Creating Effective Portfolios on Blackboard
- 📅 Assignment: Work on Research Project

★ REMEMBER YOU ARE RESPONSIBLE FOR ALL MATERIAL IF YOU MISS CLASS ★

WEEK 10	TUESDAY - 3/24/15 <ul style="list-style-type: none">  Discussion: Creating a Web Based Portfolio <input checked="" type="checkbox"/> Assign Research Project & Presentation <input type="checkbox"/> Assignment: Work on Research Project/Presentation, Gather Materials for Project 5 	THURSDAY - 3/26/15 <ul style="list-style-type: none">  Discussion: Web Editors Pros and Cons, Presentations <input checked="" type="checkbox"/> Research Project & Presentation Due <input type="checkbox"/> Assignment: Work on Project 5
WEEK 11	TUESDAY - 3/31/15 <ul style="list-style-type: none">  Discussion: Review Student Work, Work Day <input checked="" type="checkbox"/> Statement of Intent for Portfolio and Sketches/ Thumbnails <input type="checkbox"/> Assignment: Work on Project 5 	THURSDAY - 4/2/15 <ul style="list-style-type: none">  Discussion: Prelim Critique, Work Day <input type="checkbox"/> Assignment: Work on Project 5
WEEK 12	TUESDAY - 4/7/15 <ul style="list-style-type: none">  Critique of Project 5 <input checked="" type="checkbox"/> Project 5 Due  Reading: Responsive Design on Blackboard <input type="checkbox"/> Assignment: Start thinking about topic for final project 	THURSDAY - 4/9/15 <ul style="list-style-type: none">  Discussion: Responsive Design, Intro Final Project <input checked="" type="checkbox"/> Assign Final Project  Reading: Responsive Design and Dreamweaver on Blackboard
WEEK 13	TUESDAY - 4/14/15 <ul style="list-style-type: none">  Discussion: Responsive Design and Dreamweaver <input checked="" type="checkbox"/> Sitemaps, Personas, and Thumbnails Due <input type="checkbox"/> Assignment: Work on Final Project 	THURSDAY - 4/16/15 <ul style="list-style-type: none">  Discussion: Responsive Design and Dreamweaver <input type="checkbox"/> Assignment: Work on Final Project
WEEK 14	TUESDAY - 4/21/15 <ul style="list-style-type: none">  Work on Project, Prelim Critique <input type="checkbox"/> Assignment: Work on Final Project 	THURSDAY - 4/23/15 <ul style="list-style-type: none">  Critique of Final Project, Get work ready for judging <input checked="" type="checkbox"/> Final Project Due, All work must be ready for judging
WEEK 15	TUESDAY - 4/28/15 <ul style="list-style-type: none">  Portfolio Review <input type="checkbox"/> Last Day to Turn in Extra Credit, Project Redos, and Missing Assignments 	THURSDAY - 4/30/15 <ul style="list-style-type: none">  Last of Portfolio Reviews

ADD DUE DATES TO YOUR CALENDAR



PROJECT 1



PROJECT 4

RESEARCH
ASSIGNMENTPORTFOLIO
REVIEW

PROJECT 2



PROJECT 5



PRESENTATION

LAST DAY TO
TURN WORK

PROJECT 3

FINAL
PROJECT

QUESTIONS OR PROBLEMS

This code will add my contact info to your phone so you don't need to look it up. Please get in touch with me if you need clarification on any assignments or are having any problems.

COURSE POLICIES

Active participation in this course and classroom activities will have a direct impact on your ability to understand the subjects being dealt with, as well as your performance on various projects. As in the real world, unexcused absences or late arrival will be considered a lack of interest in being “employed” (and in this case being educated). This will be reflected in a lower grade. Students are expected to show up for EVERY class and be ON TIME in order to get the most out of classroom instruction, discussions, project work, and instructor feedback. It is important that you NOT schedule other appointments that conflict with your class participation.

CELL PHONES/DEVICES

Cell phones should be on vibrate. If a call is important, please step into the hallway to take the call. DO NOT take phone calls in the middle of class. Please keep texting to a minimum. Laptops and tablets are welcome in the classroom, but should be used for class purposes. Your focus should be on learning the material.

CONDUCT AND DISCUSSIONS

Everyone has a different point of view, and artists are particularly notorious for expressing theirs. Some folks are a little shy about speaking in front of others, especially during critiques and discussions. Encourage each other, participate, critique, but don't make any personal attacks. That said, students who do not show respect to their classmates or instructor may be asked to leave the class.

FOOD AND DRINK

You may eat and drink in the classroom, but may not do so while sitting at a computer. Always clean up after yourself, including disposing of trash properly and washing up any mess you have left behind. If it is found that students cannot adhere to these guidelines, then no food or drink will be allowed at all in the classroom.

SAFETY ISSUES

We will be using some materials that may be considered dangerous or toxic. These include paper cutters, mat and X-acto knives, solvent-based markers and glues. Please be considerate of your own and others safety in the use of these materials. All art materials must be carried in proper art bins/tool boxes and any liquids should be kept in airtight containers. Knives should be put away carefully in a latched box and used blades disposed of by taping it

in a larger sandwich of cardboard before tossing in the trash bin. The guillotine cutter and other paper cutters provided in the studio should always be returned to their “down” position. Hands should be kept away from the blade, holding the handle or left side of paper/board only.

CLEANLINESS

Clean up is an important part of each project. Don't leave your artwork behind as a mess for someone else to find and deal with. A clean, well-maintained studio is an important part of making successful pieces of art. This classroom is a space used by many people. No one likes working in somebody else's trash. Pick up after yourself—your mother doesn't work here!

PLAGIARISM/CHEATING

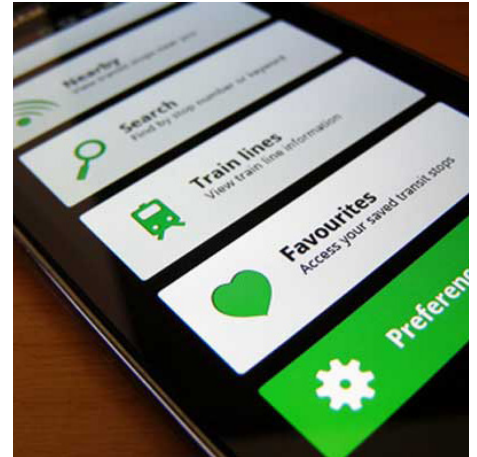
According to the policy of the college, plagiarism and cheating are considered Academic Dishonesty and may result in your dismissal from or failure in the course with possible academic consequences from the college, including becoming a part of your permanent academic record.

HATS AND MODES OF DRESS

This is an art class. Dress as you see fit. However, you should also be considerate of your classmates and practice some good personal hygiene, try to avoid clothing that may be offensive to others or hats that get in the way of your ability (or others) to see what's going on in the classroom.

PERSONAL ITEMS

Disks, books, and other personal items should be labeled with your name so that efforts can be made for their return in the event that you have left them behind. If you find something that does not belong to you, be sure to make an effort to return it to the



rightful owner or, if unavailable, turn it in to an instructor or the Art Office where it will be safely stored until the owner claims it. Students found to engage in unauthorized “borrowing” (stealing) from either the college or their fellow students will face academic discipline or worse.

CONTACTING YOUR INSTRUCTOR

While I encourage you to get in touch with me, please try to observe some courtesy. I will try to get back to you within 24 hours. If calling or texting, I ask that you not get in touch with me after 10 pm or before 8 am. When texting, please include your name in the message. When emailing, please put a subject line that states the subject of the email. My contact info is on the first page of the syllabus. That contact info is the best way to get in touch with me.

CAMERA & TAPE RECORDING

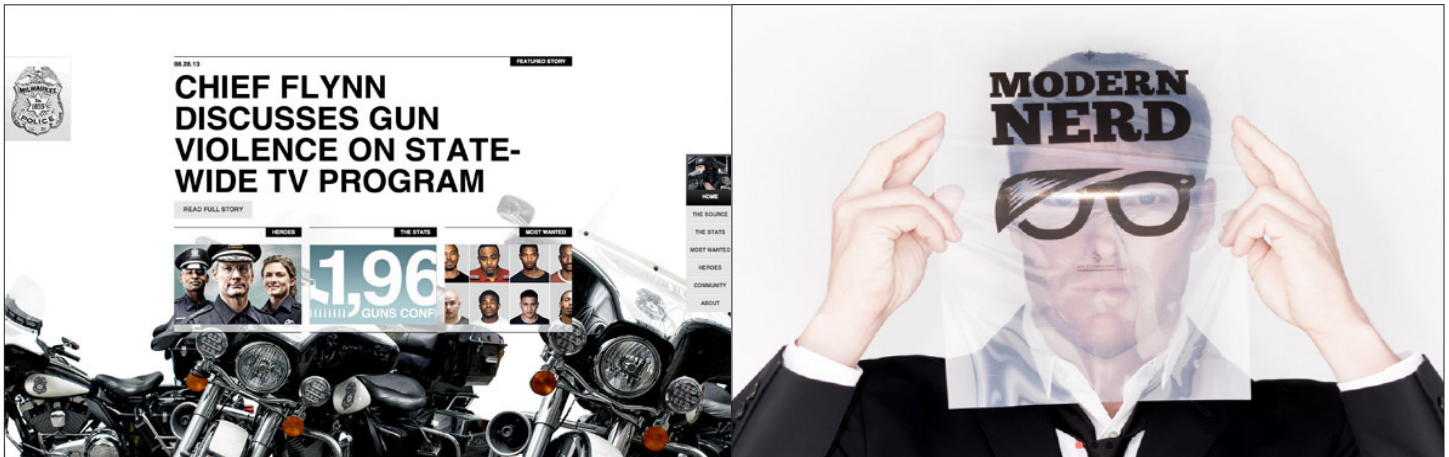
The use of tape recorders or camera/video phones in this class is forbidden without first obtaining written permission from the instructor. The instructor reserves the right to tape record or photograph during this class. Photos by students may only be taken as part of an approved assignment for this class, and only with the written permission of instructor.

TARDY

You will be considered tardy if you are more than 15 minutes late to class or leave 15 minutes early. If you do find yourself entering a classroom late or you must leave early, especially during a lecture, student presentation, or critique, please enter and be seated quietly without disturbing others.

ABSENT

You will be considered absent if you miss more than 45 minutes of a class. Two



tardies will be considered one absence when reporting to government agencies (see Title IV below) and for determining class participation and attendance. Note that your class participation and attendance is worth up to 25% of your total semester grade. Please note that this can have a significant impact on your financial aid! Financial Aid requires that you regularly attend class in order to receive funds.

EMERGENCY

Absences due to a bonafide emergency may be excused with written permission but will still be considered for grading and reporting purposes. If a medical emergency absence extends beyond two classes, the student should meet with me to discuss other options for completing or withdrawing from the course.

PLANNED ABSENCE

Absences due to planned activities (i.e. regular doctor's appointments, family vacations, etc.) are not excused absences. No exceptions. This course meets at regular times and you should do everything possibly to avoid planning any absences during the semester. You are responsible for lecture notes, assignment due dates, etc. Missed materials for the week can be found on Blackboard and you can contact me with questions about the missed materials.

INSTRUCTOR ABSENCES/TARDINESS

While it has only happened very rarely, should it be necessary for me to miss a class, an appropriate substitute instructor will be arranged. Your attendance is still required for this class meeting. In any case, a representative from the Fine Arts Division will issue a message to the class in case of class cancellation.

COLLEGE POLICIES

STUDENTS WITH DOCUMENTED DISABILITIES

Mott Community College is committed to providing equal opportunity for participation in all programs, services and activities and adheres to Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act, as amended (2008) to provide effective auxiliary aids and services for qualified students with documented disabilities. Requests for accommodations by students with disabilities may be made by contacting Disability Services at 810-232-9181 or on the web at disability.mcc.edu. Once your eligibility for an accommodation has been determined, you will be issued an Instructor Notification Letter. Please present Instructor Notification Letters to instructors at the start of the semester and/or two weeks prior to the accommodation date (test, project, etc). Requests received after this date will be honored whenever possible.

INCOMPLETES

A student must initiate a request for an "I" (incomplete) from the instructor. The "I" will be given at the sole discretion of the instructor. Typically, an "I" will be given only when the student (a) has completed at least 75% of the class but is unable to complete the class work because of extraordinarily unusual or unforeseen circumstances or other compelling reasons, (b) has done passing work in the course, and (c) in the instructor's judgment, can complete the required work without repeating the course.

WITHDRAWAL

A "W" is a student initiated withdrawal and can be initiated up to the 90% point (approx. up until the last two weeks of class) in the course. Effective Fall 2006, the instructor initiated withdrawal will no longer be available. You **MUST** go to the registrar's office to initiate a withdrawal.

NO SHOW

The instructor may assign an "NS" grade, which indicates that the faculty member has had, in their judgment, insufficient instructional contact with the student. This can be assigned as early as 20% into the course, but will not be assigned if the student has completed 50% or more of the course work. If the student has completed 50% or more of the coursework, the student must seek a Withdrawal from the course if he/she wishes to drop. Otherwise, the grade earned by the student will be issued.

MCC EMERGENCY CLOSINGS

The college will be closed at the direction of the President when adverse weather or other conditions make it necessary. For closing information, call: 810-232-8989. You can also sign up online for notifications to your phone.

TITLE IV FUNDING ELIGIBILITY

Federal and State guidelines require the college to keep attendance records in order for students to maintain their Title IV fund eligibility. Excessive absences may affect that eligibility.

COMPUTER INFORMATION

BLACKBOARD

Blackboard is an important part of this course. Your weekly self assessments will be administered through blackboard, all lectures, and assignments can be found there. It is an important source if you miss class. I will also make available additional materials on Blackboard including readings, assignment examples, and extra credit opportunities. I expect you to be able to login to blackboard as soon as possible.

TO LOGIN AND ACCESS THE CLASS ON BLACKBOARD:

- Go to blackboard.mcc.edu.
- Type in your user name and password.
- On the right hand side of the screen, you should see My Course. Under My Course, you should be able to select this course by clicking on the name of the course from all courses listed.
- This will then take you into the course. All main course navigation is located on the left hand side of the screen. This is where you can locate all materials.

GOOGLE DOCS/DRIVE

Google Docs, Sheets and Slides are a free, web-based word processor, a spreadsheet program, and a presentation program respectively, all part of an office suite offered by Google within its Google Drive

service. Google Docs will be especially helpful when working with your group on leading the discussion. One student can create a document and share it with the rest of the group to allow for easier collaboration. Google Drive is a great place to back up your work to and it is accessible anywhere.

HOW TO ACCESS GOOGLE DOCS/DRIVE:

- Double-click on the Fire Fox or Internet Explorer icon. Next to Location or Address, type in webmail.mcc.edu and press Enter. Or, you can access it from the www.mcc.edu homepage.
- Type in your user name and password. It is the same user name and password that you use for all Mott logins.
- Once logged in to your email, you should see a nine square icon at the top, right of the screen.
- Click on the icon and select Google Drive.
- You should now be able to access your drive and all Google Doc apps like Word processing and Presentation options.

Need help with Google Docs? Get help here: <http://edutraining.googleapps.com/drive>.

You can also email me with specific questions or problems.

ADOBE SOFTWARE

This course makes use of Adobe Photoshop, Adobe InDesign, and Adobe Dreamweaver, all of which are part of Adobe Creative Cloud. You will have access to the software during class and outside of class in the lab. Please see the posted schedule to see when the lab is open for use.

If you have the funds available, you can purchase a membership to the Adobe Creative Cloud. The student/educator version is often available for \$19.99 a month, which gets you access to all Adobe software, fonts, and digital assets.



IMPORTANT DATES

	FULL SEMESTER	1ST HALF	LATE START	2ND HALF
First day of class	January 10	January 10	February 9	March 5
Web Advisor Registration Closes	January 16	January 16	January 16	January 16
Last Day to Add without Faculty Consent	January 9	January 9	February 8	March 4
Last Day to Drop Full Refund	January 16	January 16	February 16	March 18
Last Day to Drop Half Refund	January 21	January 21	February 19	March 23
Date of Record	January 22	January 22	February 20	March 24
Last Day to Change to Audit Status	March 27	February 13	March 20	April 10
Spring Break	March 9 - March 15			
Last Day to Drop with "W"	April 24	February 25	April 24	April 24
Last day of class	May 1	March 4	May 1	May 1
Final Grades Due	May 4	March 6	May 4	May 4