

# **COVID-19 Guidelines**

**Spring 2023**

## Recent COVID-19 Guideline Updates

The 'COVID-19 Re-Entry Guide' has recently been changed to the 'RUSH University COVID-19 Guidelines.'

Regular Updates to this Guide:

### **Student Vaccine Requirements, page 11**

### **Vaccination Process, page 16**

- How to schedule a vaccine at Rush University Medical Center

### **Changes to Campus Guidelines, pages 6 – 8, 14 – 15**

- Masking Guidelines
- In-person Event Guidelines

### **AAC Classroom Guidelines, page 9**

### **Changes to Campus Facilities, pages 6, 9**

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# University Guiding Principles: The New Normal

- 1** All activities and behaviors will be consistent with I CARE values and in **the best interest of the health and safety of students, staff, faculty and patients.**
- 2** Our commitment to **Learn, Discover, Thrive** will be fulfilled by high-quality education, research, community engagement, and an ongoing commitment to strategic growth in support of our vibrant university community, regardless of the modality or platform utilized.
- 3** The success of RUSH University students, the quality of education delivered and the overall student experience remain **our top priorities.**
- 4** **Innovative and equitable** solutions will be utilized to the best of our ability to assure responsivity to issues in real time. Nimble, interprofessional and virtual approaches will contribute to these solutions.
- 5** The University will remain in **lockstep with RUSH** to assure consistency and coordination. Attention will be paid to mission-critical functions, including fiscal stability in uncertain times.
- 6** **We will respect each other,** understanding that the University is part of a larger organization from which we consistently benefit.
- 7** **Frequent and transparent communication** with students, faculty, and staff will occur at regular intervals in order to assure that information is timely and accurate.
- 8** RUSH University **policy and decisions** will be made consistent with city, state and federal guidelines, restrictions and recommendations; with attention to the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) guidelines; and in compliance with university and program accreditation requirements.
- 9** We will utilize a **blueprint for pandemic and crisis readiness** that will be updated periodically to assure the sustainability of the academy, and our commitment to training the next generation of health care providers and researchers.

## State of Illinois Phases Overview

The state of Illinois and RUSH University are currently in Phase 5. If Illinois reverts to a previous phase, the University will also revert. A key guideline for each phase is to keep activities safe and appropriate to the requirement of the phase in effect.

### Phase 1

#### Rapid spread

Armour Academic Center (AAC) restricted. Core University functions continued. All instruction migrated to remote platform.

### Phase 2

#### Flattening

Courses remote. Measured re-entry and preparation for clinical rotations. Some labs open. Time-sensitive or COVID-19 research. Leaders on site only as essential.

### Phase 3

#### Recovery

Courses remain remote. Some clinical rotation and lab students on campus. Nonessential research resumes. Leaders or staff on site only for essential program needs. Most staff remote. Gatherings of 10 people or less. Meetings should remain virtual.

### Phase 4

#### Revitalization

Courses, labs and clinical rotations are blended virtual and on campus. Most facilities open with restricted schedules and capacity for social distancing. Leaders and staff needed to physically support students and faculty return as social distancing allows. Other leaders and staff continue to work from home. Meetings should remain virtual when possible. Students must have an academic reason to be in the building.

[Additional details here.](#)

### Phase 5

#### Restored

Continuation of the new normal. Facilities and classrooms are open for students, faculty and staff to resume in-person academic activities.



Current Phase

## University Guidelines

The following guidelines were established by the RUSH University Command Center in alignment with RUSH University Medical Center.

### Before Arriving to Campus

Before arriving to campus, students, faculty, and staff need to follow the university protocol to stay at home if experiencing COVID-19 symptoms or if diagnosed as COVID-19 positive. Please refer to pg. 9 for directions regarding testing positive for COVID-19 and returning to campus. Your protected information will remain secure, but the University will need to be notified of any positive cases on campus. Faculty and Staff should follow the current Return to Work Guidelines as provided by Employee and Corporate Health Services.

### While on Campus

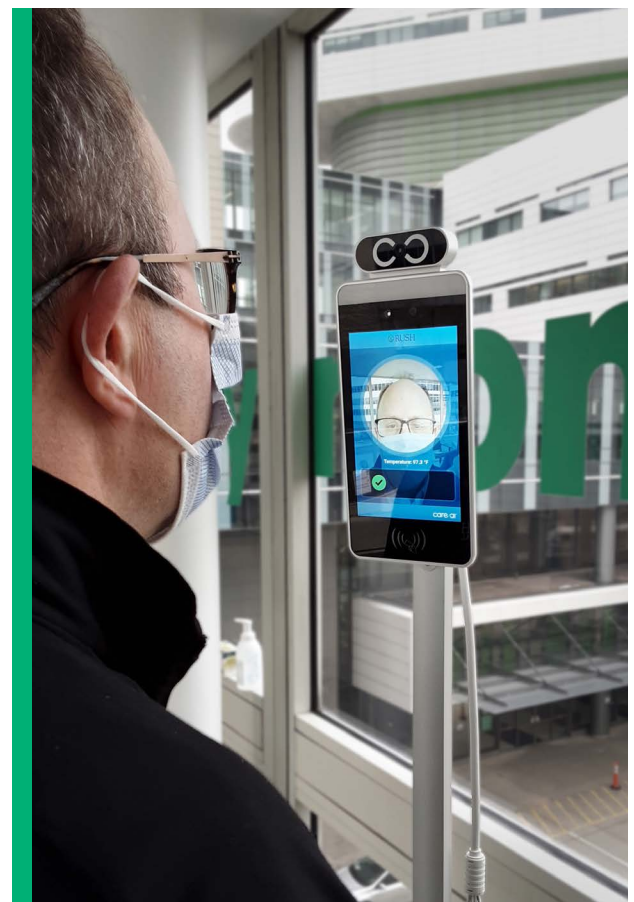
#### General guidelines

- Everyone on campus will be provided with a hospital-grade mask. Masks are required throughout the Medical Center campus. This includes non-clinical areas in AAC.
- Appropriate hand washing is mandatory.

#### Student professionalism and compliance

Students are expected to adhere to all COVID-19 protocols and/or requirements when participating in clinical placements and experiential learning. Failure to comply with site requirements may result in delayed start dates or reassignment to alternative sites depending on availability.

**Failing to adhere to the University requirements and guidelines can lead to student conduct issues that may result in disciplinary actions.**



## Campus Facilities

RUSH University’s campus facilities have been fully reopened since March 4, 2022

Classrooms, conference rooms and laboratories will return to pre-COVID-19 capacity limits for students, faculty and staff. All RUSH University community members are expected to adhere to any COVID-19 protocols when visiting different areas of the Medical Center or clinical sites.

Masking is required throughout the Medical Center campus, including the AAC. It is for the benefit of all students, employees and visitors that mandatory masking is enforced in the designated masking areas in the Medical Center. Masks can be removed when actively eating or drinking in the hospital’s designated areas.

Student cohorts, faculty groups, and student organizations can now plan events on or off campus. While events are now approved to take place on campus, we continue to encourage you to be creative and thoughtful in your planning for events, celebrations, and gatherings to ensure they adhere with all COVID-19 guidelines. Virtual event platforms are still strongly encouraged.

The AAC facility has undergone a number of changes over the past 18 months. RUSH University Bookstore is now located on the second floor, next to the cafeteria. The first floor of AAC now includes a Starbucks location.

Coffee is still available to order in the cafeteria near the check out station.

A Panera Bread is located on the fourth floor of the Atrium Building.

RUSH University also has a new designated prayer room located in the the library. The room formerly housed the rare book collection. This space is available for use 24/7.

The first floor entrance to the AAC is now open and accessible to students, faculty and staff.



# Student

## COVID-19 Policies and Guidelines

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We are excited that the RUSH University campus is now open with appropriate planning in place for safe and successful future terms. RUSH University updated its vaccination policy in October 2022. To review this policy please click [here](#).

Please review and follow these guidelines and make use of the resources referenced here. The following does not serve as an exhaustive list, but instead as a guideline; colleges and programs may supplement items listed, based on specific needs.

### University Safety Measures

- **Monitored building entrance**  
A University ID is required for entrance.
- **Masking Guidelines**  
Masking is required throughout the Medical Center campus, including the AAC and non-clinical areas.  
  
Learn more about masking guidelines [here](#).
- **Cleaning**  
Enhanced cleaning processes have been instituted by our vendor, including advanced cleaning solutions, training for new procedures to address COVID-19, and doubling cleaning of high-use areas.
- **Hygiene procedures**  
Hand sanitizer will be provided in every classroom, lab, and study area.
- **Rush shuttle**  
The shuttle is running on a normal schedule with enhanced cleaning procedures. Drivers and riders must wear masks.

### Student responsibilities while on campus

- Adhere to all safety procedures.
- Familiarize yourself with proper social distancing expectations.
- Adhere to the capacity requirements of shared spaces based on social distancing requirements.
- After using shared spaces, wipe down tables and any surfaces or equipment you touched. The facility cleaning service will clean shared spaces daily.
- Because masks or face shields cannot be worn during eating and drinking, unvaccinated individuals must maintain physical distancing of 6 feet in areas where masking is required while eating. Unvaccinated individuals are also required to perform hand hygiene before and after eating.
- Failing to adhere to the University requirements and guidelines can lead to student conduct issues that may result in disciplinary actions.



### Student safety procedures

- When masking on campus, individuals should wear hospital-grade masks, not homemade or cloth masks.
- Universal masking (using hospital-approved masks) is required while inside any Rush building, which means you must wear a hospital-approved facemask at all times.  
[\(Learn how to extend the use of your mask.\)](#)
- Use hand sanitizer and wash hands frequently following infection control guidance and communicated safety practices and expectations:

Wash your hands often with soap and water for at least 20 seconds. This practice is especially important after blowing your nose, coughing, sneezing or going to the bathroom, and before eating or preparing food.

If soap and water are not available, use a hospital-approved alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Avoid touching your eyes, nose and mouth with unwashed hands.

- The [RUSH Wellness Assistance Program](#) has an abundance of resources available to students.
- RUSH University's Office of Student Accessibility provides full support and guidance for students seeking temporary and permanent accommodations for disabilities to ensure the same access to programs, opportunities and activities at the University. To learn more about the Office of Student Accessibility, and how to apply for an accommodation, please [visit this site](#). If you have questions regarding accommodations or accessibility, please send your questions to [studentaccessibility@rush.edu](mailto:studentaccessibility@rush.edu).

### COVID-19 symptomatic students

- Do not come to campus if you have a cough, sore throat, fever or any other symptoms of a viral illness.

#### If someone in your class tests positive for COVID-19

- Regardless of your vaccination status, monitor for symptoms and if symptomatic, leave campus right away and obtain a COVID-19 test in the community or using an at home test.
  - If your test comes back positive, please complete the [COVID-19 Positive Test Submission Form](#) and follow the return to campus guidelines embedded in the form. Please also notify [Student\\_Health@rush.edu](mailto:Student_Health@rush.edu) if you have questions.
  - Do not come to campus if you are symptomatic.

If you develop symptoms while on campus, immediately self-isolate and obtain a COVID-19 test in the community or utilize at home testing.

If you are completing a clinical rotation in an external site (other than Rush or Stroger) you need to adhere to the safety guidelines of your site.

- **If you are/were symptomatic but test negative for COVID-19**, you must be fever-free at least 24 hours without the use of fever-reducing medications, along with improvement in overall symptoms before returning to campus. If symptoms are severe or worsen, please consult with your health care provider for follow-up care.
- **If your test results are positive**, you will need to self-isolate and follow the Return to Campus After a Positive Test Guidelines and complete the [COVID-19 Positive Test Submission Form](#). If you are also a RUSH Employee and tested positive outside of RUSH, please notify [EmployeeCOVIDTesting@rush.edu](mailto:EmployeeCOVIDTesting@rush.edu) as soon as possible and adhere to the Return to Work Guidelines provided by Employee and Corporate Health Services.

- All positive test results, both those completed at RUSH and those outside of RUSH, need to be recorded by completing the [COVID-19 Positive Test Submission Form](#). If you are also a RUSH Employee and tested outside of RUSH, please notify [EmployeeCOVIDTesting@rush.edu](mailto:EmployeeCOVIDTesting@rush.edu) as soon as possible and follow the Return to Work Guidelines provided by Employee and Corporate Health Services.
- **If you continue to have symptoms after day 10** that prevent return to campus self-clearance, you will be instructed to contact your health care provider for follow-up care. Students who are also RUSH employees will need to adhere to recommendations from Employee & Corporate Health Services.

#### **AAC classrooms**

- Classrooms are returning to previous capacity without a need to social distance for vaccinated individuals. Exempt individuals and those not fully vaccinated are expected to adhere to social distancing guidelines in the classroom if possible.
- Plexiglass screens have been installed in front of podiums in AAC classrooms for an additional layer of protection against COVID-19.
- Eating in classrooms is prohibited unless you are able to maintain a 6 ft. distance at all times. Students may still pull down their masks momentarily to drink fluid.

#### **Research labs and clinical labs**

- The Lab Research Normalization Task Force and the Clinical Research Normalization Task Force have outlined the procedures for a phased reopening of research. Please see details on the [COVID-19 Research page](#).

#### **Campus services**

- Study spaces have been reopened.
- The bookstore has relocated to the second floor next to the cafeteria.
- The first floor includes a Starbucks location.
- There are a variety of food options on campus, learn about those options [here](#).
- The [RUSH shuttle and the parking garage](#) will operate normally.

## Student Vaccine Requirement

Achieving as close to universal vaccination as possible within our community is crucial to our ability to come together safely this Fall term. For this reason, RUSH University requires students attending any in-person activities to receive a COVID-19 vaccination. The student vaccination deadline is the beginning of each term. This includes all educational, research, clinical, social activities, or any other University-sponsored events, whether held on or off the RUSH University campus. Students enrolled in 100% remote programs are highly encouraged to receive the COVID-19 vaccine; however, they will not be required to adhere to this new vaccine policy. You can review the new vaccination policy [here](#).

Please note: The following requirements are only for students. Please refer to page 16 for vaccination requirements for faculty and staff.

### How the COVID- 19 vaccine verification process will work

Each RUSH University college will track student COVID-19 vaccine compliance using the following process:

- **College of Nursing:** Students are expected to upload COVID-19 vaccination records into Exxat.
- **Graduate College:** Students are expected to upload COVID-19 vaccination records into CastleBranch.
- **College of Health Sciences:** Students are expected to upload COVID-19 vaccination records into CastleBranch. Students at Large (SALs) are expected to send their COVID-19 vaccine record to [Student\\_Health@rush.edu](mailto:Student_Health@rush.edu).
- **Medical College:** Student vaccination records will be kept through Lifetime Medical Associates and entered directly into EPIC. Student with questions should call Lifetime Medical Associates at **(312) 942-8000** or send questions via email to [Mary\\_Nicholas@rush.edu](mailto:Mary_Nicholas@rush.edu).
- If you are also a RUSH Employee, you will submit vaccination records to Employee and Corporate Health Services. Please contact [Student\\_Health@rush.edu](mailto:Student_Health@rush.edu) for guidance.

### How to get vaccinated

If you have not been vaccinated, we encourage you to do so as soon as possible.



All students, faculty, and staff are encouraged to receive the vaccine at RUSH. If you are interested in scheduling an appointment to get a vaccine at RUSH, please sign up through [MyChart](#).

If you are not currently located near a RUSH clinical site or would like to go to another provider for the vaccine, please make sure that the vaccine is on the approved list from both the [U.S. Food and Drug Administration](#) (FDA) and the [WHO](#).

Students enrolled in entirely remote programs are not affected by this vaccine requirement. However, remote learners are still encouraged to receive their COVID-19 vaccination.

### COVID-19 Booster Shots

COVID-19 booster shots are now available for students, faculty and staff. You can schedule your booster shot in [MyChart](#). Children of students, faculty and staff are also eligible to receive the COVID-19 vaccine and booster. You can schedule a vaccination appointment in [MyChart](#).

### Extension

Students should aim to have all needed vaccination documentation uploaded by the first day of term. If you cannot complete this requirement by then, you must notify [Student\\_Health@rush.edu](mailto:Student_Health@rush.edu) that you need an extension.

### University masking policy

RUSH University Medical Center's policy still requires masking. Therefore, RUSH University students, faculty, and staff are expected to wear hospital-grade masks while on campus except in dining areas.



### Requesting an exemption to the requirement

RUSH University will grant exemptions to the COVID-19 vaccination policy for medical or religious reasons, with appropriate documentation. Having had COVID-19 in the past is not a permissible exemption. Please follow [CDC guidelines](#) and/or contact your primary care provider regarding when to receive the vaccination after COVID-19 diagnosis. For students requesting an exemption, please see below. Students who are also RUSH employees with exemption questions should additionally contact Employee Corporate Health Services at [Rush\\_Employee\\_Health@rush.edu](mailto:Rush_Employee_Health@rush.edu).

If you are a College of Health Sciences Student at Large (SAL), Graduate College student, or a Rush Medical College student and a Rush Employee, please contact [Student\\_Health@rush.edu](mailto:Student_Health@rush.edu) for instructions on how to submit an exemption request.

### College of Nursing

If you are enrolled as a College of Nursing student and plan to submit a medical or religious exemption for the COVID-19 vaccination:



**Please submit your documentation within the [Exxat System](#).**

Follow the submission guidelines in your Exxat profile's required documents section and provide documentation as listed.

### College of Health Sciences

If you are enrolled as a College of Health Sciences student and plan to submit a medical or religious exemption for the COVID-19 vaccination:



**Please submit your documentation within the [CastleBranch System](#).**

CHS students with a CastleBranch account should submit their exemption request through the CastleBranch System. Students at Large (SALs) should submit their exemption request through the [Student Immunization Exemption Form](#).

### Graduate College

If you are enrolled as a Graduate College student and plan to submit a medical or religious exemption for the COVID-19 vaccination:



**Please submit your exemption request through the [Student Immunization Exemption form](#).**

### RUSH Medical College

If you are enrolled as a RUSH Medical College student and plan to submit a medical or religious exemption for the COVID-19 vaccination:



**Please submit your exemption request through the [Student Immunization Exemption form](#).**

**[A full list of updated FAQs are available.](#)**

We appreciate all your efforts to keep our learning environment as safe as possible. We are confident that the new vaccination requirement will help our community come back together as quickly as possible.



**[RUSH University COVID-19 Vaccination Policy FAQs](#)**

***What is the RUSH University COVID-19 Vaccination Policy?***

**[View the full policy here.](#)**

***Why is RUSH University requiring the COVID-19 vaccine?***

RUSH University is committed to protecting the health and safety of our campus and neighboring communities.

***Who is included in the COVID-19 vaccination policy?***

This policy applies to all RUSH University students who are returning to campus for any reason or anticipate needing to return to campus at any point. This includes students in onsite or hybrid programs.

Students who are enrolled in entirely remote programs and who do not come to campus are not required to submit proof of vaccination but are still strongly encouraged to receive the vaccine.

***How does this policy affect clinical rotations or experiential learning opportunities off campus?***

Students must adhere to the vaccination policies of their host sites during clinical rotations or experiential learning. A RUSH University exemption does not include clinical rotations taken at non-RUSH organizations. Students who do not comply with vaccine requirements may be delayed or reassigned to alternative clinical rotations depending on availability.

***When will the policy take effect?***

The policy was approved on July 15, 2021. Since August 2021, students are required to submit proof of COVID-19 vaccination or a request for exemption.

# Faculty and Staff

## COVID-19 Policies and Guidelines

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The following guidelines were established by the University Command Center to provide a framework for re-entry.

Please review and follow these guidelines and make use of the resources referenced here. The following does not serve as an exhaustive list, but instead as a guideline; managing leaders may supplement items listed, based on departmental needs.

### While on Campus

- **Monitored building entrance**

A University ID is required for entrance.

- **Masking Guidelines**

Masking is required throughout the Medical Center campus including AAC and non-clinical areas.

Learn more about masking guidelines [here](#).

- **Cleaning**

Enhanced cleaning processes have been instituted by our vendor, DFS, including advanced cleaning solutions, training for new procedures to address COVID-19 and doubling cleaning of high use areas.

- **Hygiene procedures**

Hand sanitizer and cleaning supplies will be provided in every work area.

- **Rush shuttle**

The shuttle is running on a normal schedule with enhanced cleaning procedures. Drivers and riders must wear masks.

### Research labs and clinical labs

- The Lab Research Normalization Task Force and the Clinical Research Normalization Task Force have outlined the procedures for a phased reopening of research. Please see details on the [COVID-19 Research page](#).

### Campus services

- The [RUSH shuttle and the parking garage](#) will operate normally.

### Faculty and staff safety procedures

- When masking on campus, individuals should wear hospital-grade masks, not homemade or cloth masks. ([Learn how to extend the use of your mask.](#))
- Use hand sanitizer and wash hands frequently following infection control guidance and communicated safety practices and expectations:

Wash your hands often with soap and water for at least 20 seconds. This practice is especially important after blowing your nose, coughing, sneezing or going to the bathroom, and before eating or preparing food.

If soap and water are not available, use a hospital-approved alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Avoid touching your eyes, nose and mouth with unwashed hands.

- Stay home when you are sick.
- If you are feeling unwell and/or are experiencing symptoms such as fever, chills, cough, shortness of breath, rhinorrhea (runny nose), myalgia (body aches), sore throat and loss of taste or smell, you should [immediately schedule symptomatic testing via MyChart](#). Contact your manager as you would for any illness-related issues.
- The [RUSH Wellness Assistance Program](#) has an abundance of resources available to all Rush faculty and staff.

### Work schedule & availability

- Supervisors will initiate discussions with you regarding your exact return to work on campus and work schedule (your schedule will be based upon departmental needs). Revisit [RUSH's Flexible Work Arrangement guide](#). Supervisors will initiate a discussion with you regarding your established work-from-home arrangement to determine whether this will continue as well as to verify that you have signed a WFH Attestation form.
- Clarify your vulnerability status (if applicable) with your managing leader. If you previously identified as a high-risk/vulnerable employee and received an email regarding this designation, review your Rush email for further details regarding the return-to-work process. For more information, review [this document](#) or email [vulnerable\\_employees@rush.edu](mailto:vulnerable_employees@rush.edu).

Feel free to proactively discuss with your supervisor the department's "new normal" practices and requirements of staff, addressing performance expectations, safety compliance, re-imagined outcomes, etc.

### Faculty and staff responsibilities while on campus

- Adhere to all safety procedures.
- Familiarize yourself with proper social distancing expectations and proactively identify for your manager any concerns you have about your working space/area.
- You are responsible for cleaning/sanitizing your own high-use items (i.e., wipe down computer keyboard before and after use, wipe down workspace, etc.).
- Discuss the cleaning supplies you will need with your supervisor and where they can be obtained.
- After using AAC conference rooms, wipe down tables and any surfaces/equipment you touched. The facility's cleaning service will clean conference rooms daily.
- Lunches, snacks, etc., will either be brought from home and stored at your desk or purchased from local places, such as the cafeteria or Room 500.

# Vaccination Process

## RUSH University Students

Please reach out to [Student\\_Health@rush.edu](mailto:Student_Health@rush.edu) for information on how to schedule a COVID-19 vaccine appointment at the Medical Center. COVID-19 vaccination appointments are also available in the community. Online resources such as [Zocdoc](#) and [vaccines.gov](https://www.vaccines.gov) can help locate a vaccine appointment near you.

## RUSH Employees, Faculty and Staff

All employees can schedule their vaccine in MyChart by navigating to **Visits** → **Schedule an appointment** → **RUSH Employee Health Vaccinations**.

Employees should enter their employee ID and answer the relevant questions to schedule their vaccine appointment. Employee vaccine appointments will be in the Employee and Corporate Health Services (ECHS) office in the Atrium Building, Suite 475. Employees that received their COVID-19 vaccination outside of RUSH should submit their COVID-19 vaccination documentation to ECHS via email to [Rush\\_Employee\\_Health@rush.edu](mailto:Rush_Employee_Health@rush.edu) or through the ECHS portal at [rush.edu/vaccinerecord](https://rush.edu/vaccinerecord).

RUSH University Medical Center requires all staff, contractors and volunteers to be fully vaccinated for COVID-19 by October 1, 2021. Universal COVID-19 vaccination will strengthen our ability to protect the health and safety of our staff, help safeguard members of our community who are at the highest risk of developing serious disease from the coronavirus and bring us another step closer to resuming full operations.



You can view frequently asked questions about the employee COVID-19 vaccine requirement [here](#).

You can view more information, including the RUSH COVID-19 immunization policy, [here](#).



Please note: Dates are the same for all colleges unless noted

# Critical Dates

## For Spring 2023

- Jan. 3:** ..... Classes Begin (RMC)
- Jan. 6:** ..... Grades Due - RMC pre-clerkship, end-of-term courses (Fall 2022)
- Jan. 12:** ..... Census Date (Spring 2023)
- Jan. 16:** ..... Dr. Martin Luther King Jr. Day (No Classes)
- Jan. 20:** ..... Textbook Adoptions due to Matthews Rush Bookstore (Summer 2023)
- Feb. 20:** ..... Grades Due - RMC latest grade due date for clinical rotations (Fall 2023)
- Feb. 24:** ..... Registration Begins (Summer 2023)
- Feb. 27–March 5:** ..... Spring Break (No Classes)
- March 6:** ..... Classes Resume
- April 17:** ..... Faculty Grading Opens
- April 17–April 22:** ..... 5-Week Final Exams (CON, CHS, GC)
- April 24–April 29:** ..... 16-Week Classes End and Final Exams (RMC)
- April 28:** ..... Degree Approval Forms Due (Spring 2023 Graduates)
- April 29:** ..... Commencement
- April 29:** ..... End of Term – Degree Conferral Date (Spring 2023)
- April 30:** ..... Term Break Begins (No Classes)
- May 2:** ..... Grades Due (Spring 2023)

### Spring 2023 Important Registration Deadlines

- Jan. 6:** ..... Last Day for Late Registration / Payment Arrangements Due
- Jan. 6:** ..... Last day to drop classes without receiving a “W” grade
- Jan. 6:** ..... Last day to drop classes and receive a 100% refund
- Jan. 6:** ..... Last day to request to audit a course
- Jan. 13:** ..... Last day to drop classes and receive a 80% refund
- Jan. 20:** ..... Last day to drop classes and receive a 60% refund
- Jan. 27:** ..... Last day to drop classes and receive a 40% refund
- Feb. 3:** ..... Last day to drop classes and receive a 20% refund
- March 31:** ..... Last day to drop a course with a “W” grade