

responsible for processing the transaction. Students assume responsibility for their enrollment.

New transfer undergraduate students must process all drop/add or withdrawal transactions in the Transfer Enrollment Center or Records Office.

VI. Payment or Cancellation of Tuition and Fees

Tuition and fees must be paid in full by 4:30 p.m. January 28, 2019, online, in person in Room 108 Administration Building or by mail to the Bursar's Office, 1100 E. 14th, ECU PMB G-8, Ada, OK 74820.

Institutional Charges - Institutional charges (i.e. tuition, fees, dorm and apartment rent, board, fines, etc.) are withheld from first available funds, including financial aid, student payroll, and scholarship checks.

STUDENTS WILL NOT BE CANCELLED FOR NON-PAYMENT OF FEES. THEREFORE, AFTER HAVING ENROLLED, STUDENTS WHO FIND THEY WILL NOT BE ATTENDING CLASSES, SHOULD CANCEL THEIR ENROLLMENT IMMEDIATELY. A REQUEST FOR CANCELLATION SHOULD BE PROCESSED ONLINE, IN PERSON OR MAILED TO THE ECU OF RECORDS OFFICE. THE REQUEST MAY ALSO BE FAXED TO (580) 559-5432 OR E-MAILED TO charlan@ecok.edu. ALL CONTINUING STUDENTS OR ALL NEW GRADUATE MAY CANCEL THEIR ENROLLMENT ONLINE FOLLOWING THE SAME METHOD AS ENROLLMENT. IF A STUDENT DOES NOT CANCEL HIS/HER ENROLLMENT PRIOR TO THE FIRST OFFICIAL DAY OF CLASSES, HE/SHE MAY BE LIABLE FOR ALL TUITION AND FEES.

VII. Applying for Graduation

Students planning to finish their degree in spring 2019 must submit an application at the time of enrollment. Applications must be submitted online using their MyECU portal. See the Application for Bachelor's Degree or the application for Master's Degree portlet for instructions.

DATES AND DEADLINES

1. Online Graduation application opens for Spring 2019	November 1
2. Priority Enrollment	November 5-9
3. Beginning Freshman Advisement and Enrollment Opens	November 12
4. Walk-in Enrollment for Graduates and Undergraduates(8:00 a.m - 5:00 p.m.).....	November 12 - January 18
5. Classwork Begins	January 14
6. Martin Luther King Day - no classes, offices closed	January 21
7. Last Day to Add 1st 5-Week and 1st 8-Week Classes.....	January 18
8. Last Day to enroll in 16 Week Classes and TBA's.....	January 18
9. Last Day to Drop 1st 5-Week & 1st 8-Week Classes with 100% Refund.....	January 18
10. Last Day to Drop 16 Week Classes with 100% Refund.....	January 28
11. Last Day for Payment of Fees.....	January 29
12. Last Day for Spring 2016 Seniors & Master's Candidates to Apply for Graduation ..	January 28
13. Online Graduation application opens for Summer 2018	February 1
14. Last Day to Drop 1st 5-Week Class w/Guaranteed "W"	February 7
15. Last Day to Drop 1st 5-Week Class	February 13
16. First 5-Week Classes End.....	February 20
17. Last Day to Drop 1st 8-Week Class w/Guaranteed "W"	February 21
18. Last Day to Drop 1st 8-Week Class	March 4
19. First 8-Week Classes End.....	March 9
20. Second 8-Week Classes Begin	March 11
21. Last Day to Add 2nd 8-Week Class.....	March 15
22. Last Day to Drop 2nd 8-Week Classes with 100% Refund	March 15
23. Spring Break.....	March 18-22
24. Last Day to Drop Full 16-Week Course with Guaranteed "W"	April 8
25. Last Day to Drop 2nd 8-Week Class with Guaranteed "W"	April 24
26. Last Day for Dropping 16-Week Class	April 29
27. Last Day to Drop 2nd 8-Week Class	May 3
28. Final Examinations.....	May 6-10
29. Commencement	May 11
30. Session Ends	May 14