Welcome Back, Graduate Students!

I hope you had a great holiday and are looking forward to the spring semester. This document contains almost every important date of the semester and includes helpful tips and tricks for meeting the deadlines. As you can imagine, it is a long document - anything this comprehensive has to be. But the good news is that there is a helpful table of contents so you can navigate with ease. And to make it even easier, I’ll now provide you with a quick overview of the information in each section and link directly to that section.

Want to save $50? Change your course selections? Add or drop a course? Then review the Registration Deadlines. Don’t be caught unawares!

Are you planning to graduate this term? Then pay special attention to the Graduation Deadlines section. The deadlines of September 19\textsuperscript{th}, November 7\textsuperscript{th}, and December 19\textsuperscript{th} are especially for you! Read through them carefully and plan ahead.

Maybe you want to graduate this Summer, but participate in the Spring Commencement. If that describes you, then read the Summer Graduation Deadlines and make note of the March 6\textsuperscript{th} deadline.

Perhaps you’d like to get your hands on some scholarship money, attend a professional conference, or plan your vacation. You can find all of that in the Other Important Dates section.

Please email me or call if you are unsure of any of the policies or deadlines outlined below. I’m happy to explain them more fully. If you’d like to meet in person, an appointment is preferred; send me an email and we can set up a time. I am located in room 235 of the Natural Resources Building, Sonya.LeFebre@ColoState.edu; 970-491-1907.

Wishing you a wonderful semester,
Sonya
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Registration Deadlines

Monday, January 19th
- **Last day to cancel registration and not be assessed tuition or fees.** Register for at least one class before January 20th to avoid the late registration fee of $50. You must be enrolled in the term you complete your degree requirements. If you are completing your degree requirements and graduating in the Spring 2015 term, you must register for at least one credit or Continuous Registration. You can find Continuous Registration by searching the class schedule for “CR” or entering the CRN # 64943. **NOTE:** Students supported by a Graduate Teaching Assistantship or a Graduate Research Assistantship must enroll in credit-bearing courses to keep their stipend; Continuous Registration is not an option in this situation because it is not credit bearing. Students supported by a GTA should plan to enroll in a full load of coursework (9-15 credits).

Tuesday, January 20th
- **First day of classes.** Did you register for your first class before this day? Then you saved yourself the $50 late registration fee! Yay!

Sunday, January 25th
- **Adding a class after the first week of classes requires the permission of the instructor.** January 25th is the last day to add an on-campus course without instructor permission. Adding courses between January 26th and February 4th will require the instructor’s permission. See below for details on adding courses after February 4th. (Note: if you are a distance student enrolled in courses through OnlinePlus, follow the add/drop policies posted here: [http://www.online.colostate.edu/answers/policies/](http://www.online.colostate.edu/answers/policies/)).

Wednesday, February 4th
- **Last day to add or drop most on-campus courses.** (Note: if you are a distance student enrolled in courses through OnlinePlus (formerly the Division of Continuing Education), follow the add/drop policies posted here: [http://www.online.colostate.edu/answers/policies/](http://www.online.colostate.edu/answers/policies/)).
  - Adding courses after this date will require a late registration request from the instructor.
  - Students will be assessed a $50 late registration fee to add courses after this date.
  - Many courses added after this date may not qualify for the COF stipend.
  - University Withdrawals done after this date will receive a 25% refund of tuition and most fees. A “W” grade will be recorded on your transcripts.
- **Last day to submit the fully completed and signed Student Option Pass/Fail/Audit Grading form to the Registrar's Office, 1st Floor, Centennial Hall (formerly called Administration Annex).**
- **Last day to apply for readmission** if you’ve had a break in successive semester to semester enrollment using the GS From 1B. The fully completed and signed GS Form 1B must be received at Admissions by February 4th. Therefore, please submit your GS From 1B to the department by Monday, February 2nd, for signatures and routing. Keep in mind that you must still register for a course or for continuous registration after being granted readmission. If you wait until February 4th to submit the GS Form 1B, you will then need to go through the late add procedure to add a class.
- **Last day to submit the fully completed and signed GS7 Request for Change of Department and/or Degree Program to the Graduate School and have it become effective for the Spring**
2015 term. The GS7 requires department review and signatures; please plan accordingly and complete the form in advance.

**Monday, March 23rd**
- Course withdrawal period ends.

**Friday, May 8th**
- University Withdrawal Deadline and Last Day of Classes.

**May 11-15th**
- Final Examinations.

**Wednesday, May 20th**
- Grades available on RAMweb.
Spring Graduate School Deadlines

Friday, February 13th - by 4:45 pm (MT)

- **Deadline to submit the fully completed, signed and reviewed GS25 Application for Graduation** (for students applying to graduate for the first time).
  - If you are planning to graduate in the Spring of 2015 and you have not applied to graduate in a previous term, then you must submit the completed and signed GS25 to the Graduate School by Friday, February 13th. If you do not submit the GS25 to the Graduate School by February 13th, you will not graduate in the Spring 2015 semester.
  - **Don’t put it off!! Please plan for the time it will take to secure the necessary signatures and departmental review.** I review all GS25’s before they are sent over to the Graduate School. If you do not fill it out correctly, I will contact you to redo it. This may delay its arrival at the Graduate School; plan accordingly and submit the form early! You are also welcome to email me (Sonya.LeFebre@colostate.edu) to set up an appointment so that we may complete your GS25 together.
  - The GS25 is the only chance you have to amend your GS6 Program of Study. In RAMweb (https://ramweb.colostate.edu/), check your Program of Study (GS6) listed under the Graduate Degree Plan to ensure that you have taken or are taking all the courses you listed on your GS6. If you did not take a course, you will need to drop it from your GS6 using section 2b of the GS25. If you drop a course you may need to add a different course on section 2a of the GS25 to ensure you are meeting the university requirements for your degree. Your advisor must approve of any changes you make to your GS6 using the GS25. Please note: you cannot drop a course from your GS6 Program of Study once a grade has been assigned.
  - Section 4 of the GS25 asks you to list departmental requirements. We do not currently have any additional department requirements. Please leave this blank. You will not need to submit the GS25B if you do not list anything in Section 4 of the GS25.
  - If you are submitting the GS25 (or any form) at a distance, you may email me (Sonya.LeFebre@colostate.edu) a scanned copy of the form with your signature. I will review it and if it is correct, I will then route it to collect the required signatures. If you do not have access to a scanner, please mail the form to me using the address at the end of this message. You may also contact me before submitting the form with any questions. I can help you ensure that it is filled out correctly the first time.
  - If you submit the GS25, but do not meet all the graduation requirements this term, no harm is done. Just remember that you will need to submit the Reapplication for Graduation in the term that you decide to graduate (see below).

- **Deadline to submit the Reapplication for Graduation** (for students who submitted a GS25 in a previous term but did not meet the graduation requirements). This form is entirely electronic; you will not be asked to collect any signatures, nor will you have the opportunity to amend your GS6. If you submitted the GS25 Application for Graduation in a previous term, but did not meet the graduation requirements, **you must** submit the Reapplication for Graduation by February 13th if you intend to graduate in the Spring 2015 semester.

- Please visit the Graduate School’s webpage for a complete listing of all of their deadlines: [http://graduateschool.colostate.edu/current-students/student-resources/](http://graduateschool.colostate.edu/current-students/student-resources/).
Friday, April 3rd – by 4:45 pm (MT)

- **Deadline to submit the GS24 Report of Final Examination Results** for those planning to graduate in the Spring 2015 term. It is best to hold your defense a week or two before this deadline, as your finalized thesis or dissertation is also due on this date and it is quite common for Graduate Committees to request revisions. **It is the student’s responsibility to submit this form to the Graduate School Office within TWO WORKING DAYS after the results of the examination are known.** NOTE: the GS24 is not required of students in the MNRS program. It is required of all MS degrees, both Plan A and Plan B, and all PhD degrees.

- **Deadline to submit a finalized thesis or dissertation and the GS30 Thesis/Dissertation Submission Form**, for students enrolled in a Plan A MS degree program or a Doctoral program who are intending to graduate in the Spring 2015 term. This is not required of students in a Plan B MS program or in the MNRS program.
  - Most students find that formatting their thesis or dissertation takes quite a bit more time than they expected. Plan to spend at least a few days just on formatting. Review the [Thesis and Dissertation Formatting Guide](http://graduateschool.colostate.edu/thesis-dissertation-formatting-guide) carefully, and also pay special attention to the guidelines posted on the Graduate School’s [Thesis and Dissertation –Electronic Submission](http://graduateschool.colostate.edu/thesis-dissertation-electronic-submission) page, as well as the sample thesis and dissertation pages linked in the right-hand box titled “Samples and Guidelines”.

- Please visit the Graduate School’s webpage for a complete listing of all of their deadlines: [http://graduateschool.colostate.edu/current-students/student-resources/](http://graduateschool.colostate.edu/current-students/student-resources/).

Friday, May 15th – by 4:45 pm (MT)

- In order to graduate in the Spring 2015 term, **all course requirements must be completed by Friday, May 15th, 4:45 pm (MT)**. You must have a grade for all of your coursework. If you are enrolled in any research, thesis, dissertation, independent study, group study, or supervised college teaching credits, I recommend you remind the person supervising your work to enter a grade for you.

- **Any incompletes must be resolved** with a grade by this date in order for you to graduate in the Spring 2015 term.

- The **Graduate School Commencement Ceremony** will be held at 3:00 pm Mountain Standard Time in Moby Arena on Friday, May 15th. Line up for the procession is at 2:15 pm. Full details on commencement, including information for visitors and a link to the live webcast, are available here: [http://graduateschool.colostate.edu/commencement/index.aspx](http://graduateschool.colostate.edu/commencement/index.aspx).
Summer Graduate School Deadlines

Friday, March 6th - by 4:45 pm (MT)

- Students planning to graduate in the Summer semester who would like to have their name included in the Spring Commencement Program, will need to apply to graduate for Summer by March 6th. To apply to graduate, submit the GS25 Application for Graduation (which requires signatures and departmental review; plan accordingly) or the Reapplication for Graduation (if you submitted the GS25 in a previous term but did not meet the graduation requirements) to the Graduate School. Tips on completing both the GS25 and the Reapplication for Graduation are included above (see the Friday, February 13th deadline described under Spring Graduation Deadlines).

- Please visit the Graduate School’s webpage for a complete listing of all of their deadlines: http://graduateschool.colostate.edu/current-students/student-resources/.
Other Important/Fun Dates

Monday, January 19th
- **Martin Luther King, Jr. Day** Holiday - university offices are closed.

Tuesday-Wednesday, February 24-25th
- **The 21st Annual Front Range Student Ecology Symposium** will be held at Colorado State University. The Front Range Student Ecology Symposium (FRSES) is a student-run event that provides a forum for students to present work related to ecology's many disciplines in a professional, friendly, and supportive peer setting. The symposium is modeled as a professional society meeting and includes talks, posters, and networking opportunities. There will also be an awards banquet to recognize exceptional student work and social gatherings to encourage peer networking.
- The theme for FRSES this year is “From Mountains to Mainstreets.” The symposium will feature a keynote address by Dr. Diane Pataki. Dr. Pataki, Associate Professor of Biology with the University of Utah. She studies the role of plants and soils in human-dominated and urban ecosystems.
- Students are invited to share a poster or oral presentation about current or proposed research that is at any stage of development. Check the Front Range Student Ecology Symposium website and your email for upcoming information on how to submit abstracts for the symposium: [http://ecosym.ecology.colostate.edu/](http://ecosym.ecology.colostate.edu/)

Wednesday, February 25th
- **NEW! The Graduate Student Showcase** celebrating research and creativity will be held at Colorado State University in the Lory Student Center Grand Ballroom. See the website for details: [https://wsnet.colostate.edu/cwis478/GraduateStudentShowcase/Awards.aspx](https://wsnet.colostate.edu/cwis478/GraduateStudentShowcase/Awards.aspx)

January 31st – February 6th
- **The 68th Society for Range Management Annual Meeting** will be held in Sacramento, California. Details here: [http://www.rangelands.org/events/](http://www.rangelands.org/events/).

Saturday, March 1st
- **The Warner College of Natural Resources Scholarships application is due!** Read more here: [http://taurus.cnr.colostate.edu/apps/scholarship/](http://taurus.cnr.colostate.edu/apps/scholarship/)

March 14th – 22nd
- **Spring Break**; no on-campus classes are held.