HOW TO LOCATE DYNAMICALLY DATED (DD) DEADLINES

Office of Summer Sessions
In order to view the dynamically dated (DD) deadlines through Cardinal Station

- Follow the link to Cardinal Station
  https://hcmcs.cua.edu/psp/shprd/EMPLOYEE/HRMS/h/?tab=CUA_PAPP_GUEST

- Select Schedule of Classes
Fill in the blanks by using the drop downs for the Dynamically Dated(DD) Deadline for your desired course

- Institution – remain as is
- Term – change to Summer 2012
- Course Subject - FREN (example)
- Course Number – 104 (example)
- Course Career – select based on classification or leave blank
- Leave boxes unchecked
- Click the submit button
Click on the calendar icon.
Below are the Drop/Add dates.

<table>
<thead>
<tr>
<th>Class Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/04/2012</td>
<td>06/22/2012</td>
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</table>

**Drop/Add:** 06/06/2012  
Last date to add class. If the class is dropped on or before this date it will not appear on your transcript.

**Drop with Penalty:** 06/17/2012  
If the class is dropped on or before this date it will appear on your transcript with the grade of W.

**Drop with Greater Penalty:** 06/22/2012  
If the class is dropped on or before this date it will appear on your transcript with the grade of F.

**Last Date to Drop:** 06/17/2012  
You are not allowed to drop after this date. If you must drop you need to contact your advisor.

(Note: Academic Calendar dates are subject to change)