# Department Calendar

## August 2 - August 8, 2015

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</table>

- **Update Fall Schedule of Classes for Does Not Meet (DNM) Rooms & Instructors** - Due Aug 21
- **Report Fall Forfeits or Deferred Students** - Due Sep 5
- **Finalize Student Registration by Add Deadline** - Due Sep 14
- **Clear Waitlists by Add Deadline** - Due Sep 14

### Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

- **Fall ID Cards Available**
- **Summer All, Two & Mini-6 Grade Submission Available**
# Department Calendar

## August 9 - August 15, 2015

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### Update Fall Schedule of Classes for Does Not Meet (DNM) Rooms & Instructors - Due Aug 21

### Review/Certify August Graduating Students (including Doctorates) - Due Aug 28

### Report Fall Forfeits or Deferred Students - Due Sep 5

### Finalize Student Registration by Add Deadline - Due Sep 14

### Clear Waitlists by Add Deadline - Due Sep 14

### DARN Meeting 10 am. UC Connan

### Missing Grade Report for Summer

### Classroom Furniture Count/Sweep

### Publish UG Catalog

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**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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- Yellow = Action Items
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- Pink = Report Distribution
# Department Calendar

**August 16 - August 22, 2015**

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</table>

- **Update Fall Schedule of Classes for Does Not Meet (DNM) Rooms & Instructors** - Due Aug 21
- **Review/Certify August Graduating Students (including Doctorates)** - Due Aug 28
- **Flag Final Exams** - Due Sep 11
- **Report Fall Forfeits or Deferred Students** - Due Sep 5
- **Finalize Student Registration by Add Deadline** - Due Sep 14
- **Clear Waitlists by Add Deadline** - Due Sep 14

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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- Green = Tuition/Billing
- Pink = Report Distribution
## August 23 - August 29, 2015

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### Gray/Purple
- August Diploma Certification Deadline Including Honors & Doctorate Degrees

### Yellow
- Review/Certify August Graduating Students (including Doctorates) - Due Aug 28
- Flag Final Exams - Due Sep 11
- Report Fall Forfeits or Deferred Students - Due Sep 5
- Review Fall Verification Report - Due Sep 9
- Finalize Student Registration by Add Deadline - Due Sep 14
- Clear Waitlists by Add Deadline - Due Sep 14
- Build Upcoming Spring Schedule of Classes - Due Sep 29
- Release Freshman Course Reservations

### Legend
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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<table>
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**August 30 - September 5, 2015**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Report Distribution

**Actions:**
- **Flag Final Exams** - Due Sep 11
- **Report Fall Forfeits or Deferred Students** - Due Sep 5
- **Review Fall Verification Report** - Due Sep 9
- **Finalize Student Registration by Add Deadline** - Due Sep 14
- **Clear Waitlists by Add Deadline** - Due Sep 14
- **Build Upcoming Spring Schedule of Classes** - Due Sep 29

**Dates:**
- **August 30**
- **September 5**

**Notes:**
- **Semester & Mini-1 Classes Begin**
- **Waitlist Purge of Students Who Did Not Tag Up**
- **Waitlist Tag-up Deadline**
- **Mini-1 Course Add Deadline w/o Deans Permission (except TSB-HC)**
- **Mini-1 Course Audit Grade Option Deadline (except TSB-HC)**
- **Mini-1 Course Drop Deadline for Tuition Adjustment (except TSB-HC)**
- **Report Fall Forfeits & Deferred Student Deadline**
September 6 - September 12, 2015

Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday
---|---|---|---|---|---|---
6 | 7 | 8 | 9 | 10 | 11 | 12

- Flag Final Exams - Due Sep 11
- Review Fall Verification Report - Due Sep 9
- Fall Program Code Change Deadline
- Finalize Student Registration by Add Deadline - Due Sep 14
- Clear Waitlists by Add Deadline - Due Sep 14
- Build Upcoming Spring Schedule of Classes - Due Sep 29
- Labor Day: No Classes
- DARN Meeting 10 a.m. UC Rangos 3
- Fall Final Exam Report Deadline

Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
### September 13 - September 19, 2015

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- **13**
  - Finalize Student Registration by Add Deadline - Due Sep 14
  - Clear Waitlists by Add Deadline - Due Sep 14

- **15**
  - Build Upcoming Spring Schedule of Classes - Due Sep 29

- **16**
  - Administrative Withdrawal (W1) for Not Registered Students
  - Graduation Management Available for December 2015

- **17**
  - Semester Course Add Deadline w/o Dean Permission
  - Semester Course Audit Grade Option Deadline
  - Semester Course Drop Deadline for Tuition Adjustment
  - M15 Not Certified Students Moved to F15 Expt’d Grad Date
  - Veterans Educational Benefits enrollment certified to VA (estimated)

- **18**
  - Publish Mini-1 Final Exam Schedule

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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Build Upcoming Spring Schedule of Classes - Due Sep 29
# Department Calendar

## September 27 - October 3, 2015

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- **Build Upcoming Spring Schedule of Classes - Due Sep 29**
- **Spring Schedule of Classes Deadline**
- **Review FCE Mini-1 Flags - Due Oct 7**
- **Final Exams Schedule published (estimated)**
- **Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due Oct 23**
- **Fall Ph.D. Certification & 100% Tuition Adjustment**
- **Mini-1 Course Drop & Pass/Fail Option Deadline - Assign W Grade for Courses Dropping after this Date**
- **Mini-1 Course Drop Deadline to Receive a W Grade**
- **August Diplomas are Mailed to Students by Printer (estimated)**
- **Review Course Grade Options for Mid-Semester/Mini-1 Grading Period - Due Oct 9**

## Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

Follows Official Academic Calendar

Revision Date: 12/16/15
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- **Review FCE Mini-1 Flags - Due Oct 7**
- **FCE Mini-1 Flag Deadline**
- **Review Course Grade Options for Mid-Semester/Mini-1 Grading Period - Due Oct 9**
- **Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC- Due Oct 23**

**Legend:**
- Grey/Purple = Official Calendar Dates
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- Pink = Report Distribution
## Department Calendar

**October 11 - October 17, 2015**

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</table>

- **Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC- Due Oct 23**
- **DARN Meeting 10:00 a.m. UC Connan**
- **Spring Schedule of Classes Deadline for Non-Pittsburgh Locations**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

### October 18 - October 24, 2015

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- **Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC- Due Oct 23**
- **Spring Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline**
- **Mid-semester/Mini-1 Grade Submission Available**
- **Spring Student Records Created**
- **Mini-1 Last Day of Classes; Course Withdrawal Grade Deadline**
- **Mini-1 Faculty Course Evaluations**
- **Spring Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline**
- **Create SpringTime Assignments**
- **Mid-Semester Break; Undergraduate Mini-1 Exam Day**
- **Graduate Mini-1 Exam Days**

**Legend:**
- Grey/Purple = Official Calendar Dates
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- Blue = URO Action
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- Green = Tuition/Billing
- Pink = Report Distribution
### Department Calendar

**October 25 - October 31, 2015**

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</table>

- **Mid-Semester Grades DUE by 4 pm**
- **Mini-1 Final Grades Due by 4 pm**
- **Adjust Spring Max Sizes for Cross-Listed Courses- Due Oct 31**
- **Mini-2 Course Add Deadline w/o Dean's Permission (except TSB-HC)**
- **Fall Ph.D. Certification Date & Receive 50% Tuition Adjustment**

**Legend:**
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- **November 1 - November 6, 2015**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

**Action Items:**

- Review/Update Spring Course Pre-reqs, Co-reqs & Reservations for Registration Week - Due Nov 6
- Review Spring Verification Report v.1 - Due Nov 12
- Review & Flag FCE Semester & Mini-2 courses - Due Nov 20

**Report Distribution:**

- Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.
<table>
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<th>Sunday</th>
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**November 8 - November 14, 2015**

- **November 8 - November 14, 2015**

- **Review Spring Verification Report v.1 - Due Nov 12**

- **Review & Flag FCE Semester & Mini-2 courses - Due Nov 20**

- **Semester Course Drop & Pass/Fail Option Deadline:**
  - Assign W Grade for Courses Dropping After this Date (except TSB)

- **DARN Meeting 10 a.m. UC Connan**

- **Veterans Day**

- **Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.**

**Legend:**
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### November 15 - November 21, 2015

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</table>

- **November 15 - November 21, 2015**
  - Review & Flag FCE Semester & Mini-2 courses - Due Nov 20
  - FCE Semester & Mini-2 Flag Deadline
  - Spring Increase in Max Units (based on cumulative QPA)
  - Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.
  - Spring Registration Week

**Legend:**
- Grey/Purple = Official Calendar Dates
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- Pink = Report Distribution
### Department Calendar

#### November 22 - November 28, 2015

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**Legend:**
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- Pink = Report Distribution

- **November 22 - November 28, 2015**
  - **Sunday, November 22:** Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.
  - **Monday, November 23:** Review December Diploma Candidates thru Dec 23 - Register students if continuing in Spring!
  - **Tuesday, November 24:** Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration.
  - **Wednesday, November 25:** Spring Tuition Assessed.
  - **Thursday, November 26:** Thanksgiving Break: No Classes.
  - **Friday, November 27:**
  - **Saturday, November 28:**

- **Mini-2 Course Drop - Pass/Fail Option Deadline:** Assign W Grade for Courses dropping after this date (except TSB).
**Department Calendar**

### November 29 - December 5, 2015

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</table>

- **Begin Creating New Graduate Students** - Be sure to select the correct entering semester.
- **Begin Processing Spring PCHE Cross-Registration Requests**
- **Build Summer Schedule of Classes** - Due Jan 22
- **Review December Diploma Candidates thru Dec 23** - Register students if continuing in Spring!
- **Semester & Mini-2 Faculty Course Evaluations**

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**Legend:**
- Grey/Purple = Official Calendar Dates
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- Blue = URO Action
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- Green = Tuition/Billing
- Pink = Report Distribution
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**December 6 - December 12, 2015**

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**December 6 - December 12, 2015**

- **Sunday, December 6:** Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.
- **Monday, December 7:** Continue with Faculty Course Evaluations.
- **Tuesday, December 8:** Final Semester Grade Submission Available.
- **Wednesday, December 9:** Semester & Mini-2 Faculty Course Evaluations.
- **Thursday, December 10:** Semester & Mini-2 Course Drop Deadline for W grade (except TSB).
- **Friday, December 11:** Semester & Mini-2 Last Day of Classes (except TSB).
- **Saturday, December 12:** Final Semester Grade Submission Available.

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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- Pink = Report Distribution
## Department Calendar

### December 13 - December 19, 2015

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**Yellow = Action Items**

- **Monday, December 14**: Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.
- **Tuesday, December 15**: Review December Diploma Candidates thru Dec 23 - Register students if continuing in Spring!
- **Wednesday, December 16**: Review Spring Verification Report v.2 - Due Dec 28
- **Thursday, December 17**: Flag Spring Final Exams - Due Jan 15
- **Friday, December 18**: Build Summer Schedule of Classes - Due Jan 22
- **Saturday, December 19**: Clear Waitlists by Add Deadline - Due Jan 25

**Blue = URO Action**

- **Wednesday, December 16**: Waitlist Tag-up Notification to Students

**Legend:**

- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
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- Pink = Report Distribution
**Department Calendar**

**December 20 - December 26, 2015**

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**Actions:**

- **Monday, December 21:**
  - Review December Diploma Candidates thru Dec 23 - Register students if continuing in Spring!

- **Tuesday, December 22:**
  - Final Grades DUE by 4 pm

- **Wednesday, December 23:**
  - Review Spring Verification Report v.2 - Due Dec 28
  - Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors - Due Jan 8
  - Flag Spring Final Exams - Due Jan 15

- **Thursday, December 24:**
  - Build Summer Schedule of Classes - Due Jan 22
  - Clear Waitlists by Add Deadline - Due Jan 25

- **Friday, December 25:**
  - PCHE Grades Expected to be Received from Host Institutions
  - Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration

- **Saturday, December 26:**
  - Change Spring/Summer 2015 I to Default Grade & X to R Grade

**Legend:**

- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

**Comments:**

- Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.
## December 27 - January 2, 2016

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- **Review Spring Verification Report v.2 - Due Dec 28**
- **Spring Student Academic Code Change Deadline**
- **Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors - Due Jan 8**
- **Certify December Diplomas on Graduation Management including Honors - Due Jan 8 - Register students if continuing in Spring!**
- **Flag Spring Final Exams - Due Jan 15**
- **Build Summer Schedule of Classes - Due Jan 22**
- **Clear Waitlists by Add Deadline - Due Jan 25**
- **Finalize Student Registration by Add Deadline - Due Jan 25**

### Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

### Department Calendar

#### Post Fall Academic Actions

- **Classroom Furniture Count/Sweep**
- **Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.**
<table>
<thead>
<tr>
<th>Sunday</th>
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</table>

**Certify December Diplomas on Graduation Management including Honors - Due Jan 8** - Register students if continuing in Spring!

**Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors - Due Jan 8**

**Flag Spring Final Exams - Due Jan 15**

**Build Summer Schedule of Classes - Due Jan 22**

**Finalize Student Registration by Add Deadline - Due Jan 25**

**Clear Waitlists by Add Deadline - Due Jan 25**

**Associate Deans to Review AP/IB Credit - Due Mar 25**

---

**Waitlist Tag-up Notification to Students**

**QPA Ranks Reports Available**

**Dean's List Report Available to Associate Deans**

---

**Legend:**
- Yellow = Action Items
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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- Green = Tuition/Billing

---

**Post Fall Academic Actions**

**Graduation Management December Certification (except PhD) including Spring!**

**Spring Schedule of Classes -- DNM & Instructors Update Deadline**

---

Follows Official Academic Calendar

Revision Date: 12/16/15
# Department Calendar

## January 10 - January 16, 2016

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
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<tr>
<td><strong>Waitlist Tag-Up Deadline</strong></td>
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<td><strong>Spring Final Exam Report Deadline</strong></td>
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<td>Flag Spring Final Exams - Due Jan 15</td>
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<td>Build Summer Schedule of Classes - Due Jan 22</td>
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<td>Final Spring Verification Report Review - Due Jan 22</td>
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<td>Clear Waitlists by Add Deadline - Due Jan 25</td>
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</tbody>
</table>

- **Yellow** = Action Items
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- **Blue** = URO Action
- **Green** = Tuition/Billing

**Legend:**

- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing

- **Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration**
- **DARN Meeting 10 a.m. UC Rangos 3**
- **Waitlist Purge of Students Who Did Not Tag Up**

**Mini-3 Course Drop Deadline to Adjust Tuition (except TSB-HC)**

**Mini-3 Course Add Deadline w/o Dean Permission (except TSB-HC)**

**Mini-3 Course Audit Option Deadline (except TSB-HC)**
<table>
<thead>
<tr>
<th>Sunday</th>
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</table>

- **January 17 - January 23, 2016**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

**Action Items**

- **January 17 - January 23, 2016**
  - **Build Summer Schedule of Classes - Due Jan 22**
  - **Final Spring Verification Report Review - Due Jan 22**
  - **Finalize Student Registration by Add Deadline - Due Jan 25**
  - **Clear Waitlists by Add Deadline - Due Jan 25**
  - **Associate Deans to Review AP/IB Credit - Due Mar 25**

**Deadlines**

- **January 22**
  - Summer Schedule of Classes Deadline
  - Spring Student Academic Code Deadline

**No Classes**

- **January 18**
  - Martin Luther King Day

**Expected Grad Date**

- **January 22**
  - F15 Not Certified Students Moved to S16
  - Expt'd Grad Date
# Department Calendar

## January 24 - January 30, 2016

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
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</table>

- **Yellow** = Action Items
- **Grey/Purple** = Official Calendar Dates
- **Red** = Deadlines
- **Pink** = Report Distribution
- **Blue** = URO Action
- **Green** = Tuition/Billing

<table>
<thead>
<tr>
<th>Event Description</th>
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<tr>
<td>Finalize Student Registration by Add Deadline</td>
<td>Due Jan 25</td>
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<tr>
<td>Clear Waitlists by Add Deadline</td>
<td>Due Jan 25</td>
</tr>
<tr>
<td>Review/Flag May &amp; August Diploma Candidates for SEVIS Reporting</td>
<td>Due Feb 5</td>
</tr>
<tr>
<td>Summer Course Pre-req/Co-Reqs, Reservation, Descriptions &amp; Instructors Deadline</td>
<td>Due Feb 12</td>
</tr>
<tr>
<td>Associate Deans to Review AP/IB Credit</td>
<td>Due Mar 25</td>
</tr>
</tbody>
</table>

**Legend:**
- Grey/Purple = Official Calendar Dates
- Yellow = Action Items
- Blue = URO Action
- Green = Tuition/Billing
- Pink = Report Distribution

**Notes:**
- Administrative Withdrawal (W1) for Not Registered Students
- Graduation Management Available for May 2016
- Semester Course Drop Deadline for Tuition Adjustment (except TSB/HG)
- Semester Course Audit Grade Option Deadline
## Department Calendar

### January 31 - February 6, 2016

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</table>

- **January 31 - February 6, 2016**
  - **Monday, February 1**: Summer Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 12
  - **Tuesday, February 2**: Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 18
  - **Wednesday, February 3**: Build Fall Schedule of Classes - Due Mar 1
  - **Thursday, February 4**: Associate Deans to Review AP/IB Credit - Due Mar 25
  - **Friday, February 5**: SEVIS S15 Graduation Management: Update Expected Graduation Deadline

### Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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- Green = Tuition/Billing
- Pink = Report Distribution
<table>
<thead>
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</table>

**February 7 - February 13, 2016**

- **Sunday, February 7**: Associate Deans to Review AP/IB Credit - Due Mar 25
- **Monday, February 8**: Summer Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 12
- **Tuesday, February 9**: Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 18
- **Wednesday, February 10**: Build Fall Schedule of Classes - Due Mar 1
- **Thursday, February 11**: Review Summer Verification Report (including GRR & INT) - Due Mar 18
- **Friday, February 12**: Publish (estimated) Spring Semester & Mini-4 Final Exam Schedule
- **Saturday, February 13**: DARN Meeting 10 a.m. CUC McKenna/Peter
  - Mini-3 Course Drop & Pass/Fail Grade Option Deadline; Assign W grade after this date (except TSB)
  - Summer Records are Created

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

**February 14 - February 20, 2016**

<table>
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<tr>
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</table>

- **Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 18**
- **FCE Spring Mini-3 Flag Deadline**
- **Build Fall Schedule of Classes - Due Mar 1**
- **Review Summer Verification Report (including GRR & INT) - Due Mar 18**
- **Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 25**
- **Associate Deans to Review AP/IB Credit - Due Mar 25**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

### February 21 - February 27, 2016

<table>
<thead>
<tr>
<th>Sunday</th>
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</tbody>
</table>

- **February 21, 2016**
  - **21**

- **February 22, 2016**
  - **22**

- **February 23, 2016**
  - **23**

- **February 24, 2016**
  - **24**

- **February 25, 2016**
  - **25**

- **February 26, 2016**
  - **26**

- **February 27, 2016**
  - **27**

### Action Items

- **February 21 - February 27, 2016**
  - **Build Fall Schedule of Classes - Due Mar 1**
  - **Review Summer Verification Report (including GRR & INT) - Due Mar 18**
  - **Associate Deans to Review AP/IB Credit - Due Mar 25**
  - **Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 25**

### Legend:

- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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- Green = Tuition/Billing
- Pink = Report Distribution
Department Calendar

February 28 - March 5, 2016

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday
28       29       1        2        3        4        5

- Build Fall Schedule of Classes - Due Mar 1
- Fall Schedule of Classes Deadline
- Review Summer Verification Report (including GRR & INT) - Due Mar 18
- Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 25
- Associate Deans to Review AP/IB Credit - Due Mar 25
- Spring Ph.D. Certification & 100% Tuition Adjustment
- Mid-Semester / Mini-3 Grade Submission Available
- Mid-Semester Break: No Classes (Mini-3 UG exams take place)
- Mid-Semester Break: No Classes (Mini-3 UG exams take place)
- Mini-3 Course Withdrawal Grade Deadline
- No Undergrad Mini-3 Course Meetings (Reading Period)
- Undergraduate Mini-3 Exam Day
- Graduate Mini-3 Exam Days

Legend:
Grey/Purple = Official Calendar Dates
Red = Deadlines
Blue = URO Action
Yellow = Action Items
Green = Tuition/Billing
Pink = Report Distribution
March 6 - March 12, 2016

**Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday**
---|---|---|---|---|---|---

6 | 7 | **Mid-Semester Grades Due by 4 p.m.** | 8 | **Fall Student Academic Code Change Deadline** | 9 | **Mini-3 Final Grades Due by 4 p.m.**

---

Review College & University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 17

Review Summer Verification Report (including GRR & INT) - Due Mar 18

Set Fall Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors for SOC - Due Mar 25

Associate Deans to Review AP/IB Credit - Due Mar 25

Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 25

---

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
**Department Calendar**

**March 13 - March 19, 2016**

<table>
<thead>
<tr>
<th>Sunday</th>
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</table>

- **13**
  - Review College & University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 17

- **14**
  - Review Summer Verification Report (including GRR & INT) - Due Mar 18

- **15**
  - Set Fall Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors for SOC - Due Mar 25

- **16**
  - Associate Deans to Review AP/IB Credit - Due Mar 25

- **17**
  - Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 25

- **18**
  - Fall Schedule of Classes - Non Pittsburgh Location Deadline

- **19**
  - Summer Student Academic Code Change Deadline

**Legend:**
- Grey/Purple = Official Calendar Dates
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- Blue = URO Action
- Yellow = Action Items
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- Pink = Report Distribution

- **Mini-4 Classes Begin**
- **Summer Registration Opens**
- **Mini-4 Course Add Deadline w/o Dean Permission (except TSB-HC)**
- **Mini-4 Course Audit Grade Option Deadline (except TSB-HC)**
- **Mini-4 Course Drop Deadline for Tuition Adjustment (except TSB-HC)**
### March 20 - March 26, 2016

<table>
<thead>
<tr>
<th>Sunday</th>
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</table>

**Yellow = Action Items**

- Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 25
- Associate Deans to Review AP/IB Credit - Due Mar 25
- Set Fall Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors for SOC - Due Mar 25

**Red = Deadlines**

- May Diploma Order Deadline
- Associate Deans Update of AP/IB Credit Deadline
- Fall Schedule of Classes Changes Deadline
- Graduation Mgmt Turned Off for Diploma Order
- Set Enrollment Status to Pending Graduation Status (G2) if not continuing studies for future semester

**Blue = URO Action**

- Review Fall Verification Report v.1 - Due Apr 14

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
# Department Calendar

## March 27 - April 2, 2016

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<tr>
<th>Sunday</th>
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</table>

- **Check Fall Max Sizes for Cross-listed Courses** - Due April 1
- **Review/Update Fall Course Pre-reqs, Co-reqs, Reservation for Registration Week** - Due April 4
- **Review/Flag Semester & Mini-4 FCE Flags** - Due April 13
- **Review Fall Verification Report v.1** - Due April 14

### Fall Schedule of Classes Published

- **Semester Course Drop & Pass-Fail Grade Option Deadline, Assign W Grade after this date**

### Spring Ph.D. Certification & 50% Tuition Adjustment

**Legend:**
- Grey/Purple = Official Calendar Dates
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# Department Calendar

## April 3 - April 9, 2016

<table>
<thead>
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</table>

- **April 3** - Graduation Management Turns On for Commencement Program
- **April 4** - Review/Flag Semester & Mini-4 FCE Flags - Due Apr 13
- **April 5** - Review Fall Verification Report v.1 - Due Apr 14
- **April 6** - Summer Tuition Assessed
- **April 7** - Summer Tuition Assessed
- **April 8** - Summer Tuition Assessed
- **April 9** - Summer Tuition Assessed

## Legend:
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## Department Calendar

### April 10 - April 16, 2016

<table>
<thead>
<tr>
<th>Sunday</th>
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</tbody>
</table>

- **10**: Review/Flag Semester & Mini-4 FCE Flags - Due Apr 13
- **11**: Review Fall Verification Report v.1 - Due Apr 14
- **12**: FCE Semester & Mini-4 Flag Deadline
- **13**: Fall Student Academic Code Change Deadline
- **14**: DARN Meeting 10 a.m. UC Connan
- **15**: Carnival; No Classes (except TSB-HC)
- **16**: Review & Modify Course Catalog Descriptions & Flags - Due Jul 31

**Legend:**
- Grey/Purple = Official Calendar Dates
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### April 17 - April 23, 2016

<table>
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**Legend:**
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- Pink = Report Distribution

- **Review & Modify Course Catalog Descriptions & Flags - Due Jul 31**
- **Spring Increase in Max Units (based on cumulative QPA)**
- **Semester & Mini-4 Faculty Course Evaluations**
- **Fall Registration Week**
<table>
<thead>
<tr>
<th>Sunday</th>
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</table>

**April 24 - April 30, 2016**

- **Review & Modify Course Catalog Descriptions & Flags - Due Jul 31**
- **Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester**
- **Final Semester Grade Submission Available**
- **Semester & Mini-4 Last Day of Classes**
- **Semester and Mini-4 Course Drop Deadline to Receive W Grade**

**Legend:**
- Grey/Purple = Official Calendar Dates
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## May 1 - May 7, 2016

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</table>

### Action Items

- **Final Summer Verification Report** - Due May 11
- **Update Summer DNM Room & Instructors** - Due May 13
- **Review & Modify Course Catalog Descriptions & Flags** - Due Jul 31

### Grey/Purple

- **Final Examinations**
- **Reading Day**
- **Final Examinations**

### Legend:

- Grey/Purple = Official Calendar Dates
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- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

### May 8 - May 14, 2016

<table>
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</tbody>
</table>

- **8**  
  - Final Summer Verification Report - Due May 11

- **9**  
  - Update Summer DNM Room & Instructors - Due May 13

- **10**  
  - Summer Student Academic Code Change Deadline
  - Final Make-Up Examinations

- **11**  
  - Final Grade Deadline by 4 pm

- **12**  
  - Summer Schedule of Classes Does Not Meet (DNM) Rooms & Instructors Final Deadline

- **13**  
  - Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @Ceremony - Due May 31

- **14**  
  - Review & Modify Course Catalog Descriptions & Flags - Due Jul 31

- **Change Fall I to Default Grade & X to R Grade**

- **College Honors and Doctor's Hooding ceremonies**

- **Missing Grade Report for Spring Distributed**

---

**Legend:**  
- Grey/Purple = Official Calendar Dates  
- Red = Deadlines  
- Blue = URO Action  
- Yellow = Action Items  
- Green = Tuition/Billing  
- Pink = Report Distribution
### Department Calendar

**May 15 - May 21, 2016**

<table>
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</table>

- **May 15**
  - Review & Modify Course Catalog Descriptions & Flags - Due Jul 31
  - PCHE Grades Expected to be Received from Host Institutions (tentative)
  - Session All, One & Mini-5 Classes Begin

- **May 16**
  - Fall Verification Report v. 2 - Due May 25

- **May 17**
  - Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @Ceremony - Due May 31

- **May 18**
  - Commencement

- **May 19**
  - QPA Class Rank Reports Available
  - Dean's List Available

- **May 20**
  - Spring Increase in Max Units (based on cumulative QPA)
  - Session One & Mini-5 Add Deadline w/o Dean Permission & Audit Grade Deadline
  - Session One & Mini-5 Course Drop or Pass/Fail Grade Deadline; Assign W grade after this date

- **May 21**
  - Administrative Withdrawal (W1) for Not Registered Students

- **Legend:**
  - Grey/Purple = Official Calendar Dates
  - Red = Deadlines
  - Blue = URO Action
  - Yellow = Action Items
  - Green = Tuition/Billing
  - Pink = Report Distribution
## May 22 - May 28, 2016

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### Action Items

**Fall Verification Report v. 2 - Due May 25**

**Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @Ceremony - Due May 31**

**Post Spring Academic Actions - Due Jun 3**

**Review & Modify Course Catalog Descriptions & Flags - Due Jul 31**

### Official Calendar Dates

- May 22 - May 28, 2016

### Deadlines

- **Fall Student Academic Code Change Deadline**
- **Fall Verification Report v. 2 - Due May 25**
- **Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @Ceremony - Due May 31**
- **Post Spring Academic Actions - Due Jun 3**
- **Review & Modify Course Catalog Descriptions & Flags - Due Jul 31**

### Report Distribution

- **Session All Audit Grade Option Deadline**
- **Session All Course Add Deadline w/ot Dean's Permission & Audit Grade Deadline**
- **Session All Course Drop Deadline to Receive Tuition Adjustment**

### Legend:

- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
# Department Calendar

## May 29 - June 4, 2016

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**Monday, May 30**
- Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @Ceremony - Due May 31
- **May Diploma Certification Deadline**

**Tuesday, May 31**
- **Spring Academic Actions Deadline**

**Wednesday, June 1**
- **Post Spring Academic Actions - Due Jun 3**

**Friday, June 3**
- **Flag FCE Summer One Faculty Course Evaluations - Due Jun 18**
- **Review & Modify Course Catalog Descriptions & Flags - Due Jul 31**

**Monday, June 6**
- Memorial Day; No Classes

**Tuesday, June 7**
- **Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on fall registration**
- **Begin Processing Fall PCHE Cross-Registration Requests**
- **Fall Tuition Assessed**

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**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

### June 5 - June 11, 2016

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**Flag FCE Summer One Faculty Course Evaluations - Due Jun 18**

**Review & Modify Course Catalog Descriptions & Flags - Due Jul 31**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

### June 12 - June 18, 2016

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</table>

**Yellow = Action Items**

**Grey/Purple = Official Calendar Dates**

**Red = Deadlines**

**Pink = Report Distribution**

**Blue = URO Action**

**Green = Tuition/Billing**

- **Flag FCE Summer One Faculty Course Evaluations** - Due Jun 18
- **Review & Modify Course Catalog Descriptions & Flags** - Due Jul 31
- **Session One & Mini-5 Course Drop Deadline for Wgrade**
- **FCE Summer One Flag Deadline**

**Legend:**

- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
# Department Calendar

## June 19 - June 25, 2016

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</table>

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

- **June 19 - June 25, 2016**
- **Sunday 19:**
  - Graduation Management turns ON for August Expected Graduates
- **Monday 20:**
  - Review & Modify Course Catalog Descriptions & Flags - Due Jul 31
- **Tuesday 21:**
- **Wednesday 22:**
- **Thursday 23:**
  - Session One & Mini-5 Course Withdrawal Grade Deadline
  - Session One & Mini-5 Last Day of Classes
- **Friday 24:**
- **Saturday 25:**
  - Summer One/Mini-5 Grade Submission Available
  - Session One & Mini-5 Final Exams
  - Session One & Mini-5 Faculty Course Evaluations
## Department Calendar

### June 26 - July 2, 2016

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</table>

- **Session One & Mini-5 Classes Begin**
- **Session One & Mini-5 Final Grades Due by 4 pm**

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**Review & Modify Course Catalog Descriptions & Flags - Due Jul 31**

- **Session Two & Mini-6 Course Add Deadline w/o Dean Permission & Audit Grade Option Deadline**
- **Session Two & Mini-6 Course Drop Deadline for Tuition Adjustment**
- **Administrative Withdrawal (W1) for Not Registered Students**

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**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
# Department Calendar

## July 3 - July 9, 2016

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**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

**Review & Modify Course Catalog Descriptions & Flags - Due Jul 31**
- Independence Day; No Classes
- Session All Course Drop or Pass/Fail Grade Deadline; Assign W Grade
## Department Calendar

### July 10 - July 16, 2016

<table>
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</table>

**Yellow** = Action Items  
**Grey/Purple** = Official Calendar Dates  
**Red** = Deadlines  
**Blue** = URO Action  
**Yellow** = Action Items  
**Green** = Tuition/Billing  
**Pink** = Report Distribution

- **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Jul 29**
- **Review & Modify Course Catalog Descriptions & Flags - Due Jul 31**
## Department Calendar

### July 17 - July 23, 2016

<table>
<thead>
<tr>
<th>Sunday</th>
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</table>

- **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations** - Due Jul 29
- **Review & Modify Course Catalog Descriptions & Flags** - Due Jul 31
- **CIT & DC Freshmen Registration Day (9-11 a.m.)**

### Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

### July 24 - July 30, 2016

<table>
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</tbody>
</table>

- **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations** - Due Jul 29
- **Session All & Two FCE Flag Deadline**
- **Review & Modify Course Catalog Descriptions & Flags** - Due Jul 31
- **Mini-6 Course Drop, Pass/Fail Grade Deadline; Assign W Grade Dropping After This Date**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

**July 31 - August 6, 2016**

<table>
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</tbody>
</table>

- **UG Catalog Edit Deadline**
- **Summer All, Two & Mini-6 Grade Submission Available**
- **Finalize Student Registration by Add Deadline - Sep 14**
- **Session All, Session Two & Mini-6 Faculty Course Evaluations**
- **Session All, Session Two & Mini-6 Last Course Withdrawal Deadline**
- **Session All, Session Two & Mini-6 Last Day of Classes (except MBA, Heinz)**
- **Session All, Session Two & Mini-6 Final Exams**

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**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

### August 7 - August 13, 2016

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</tbody>
</table>

- **8 (Red)**: Session All, Session Two & Mini-6 Final Grades Due by 4 p.m.
- **9 (Yellow)**: Update Fall Schedule of Classes for Does Not Meet (DNM) Rooms & Instructors (Required) - Due Aug 19
- **11 (Yellow)**: Review/Certify August Graduating Students (ALL) - Due Aug 26
- **12 (Yellow)**: Report Fall Forfeits & Deferred Students - Due Sep 4
- **13 (Yellow)**: Clear Waitlists by Add Deadline - Sep 9
- **13 (Yellow)**: Finalize Student Registration by Add Deadline - Sep 14

### Classroom Furniture Count/Sweep

- **8 (Pink)**: Waitlist Tagup Notification to Students

### Missing Grade Report for Summer

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
# Department Calendar

## August 14 - August 20, 2016

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</table>

- **Update Fall Schedule of Classes for Does Not Meet (DNM) Rooms & Instructors (Required)** - Due Aug 19
- **Review/Certify August Graduating Students (ALL)** - Due Aug 26
- **Flag Final Exams** - Due Sep 1
- **Report Fall Forfeits & Deferred Students** - Due Sep 4
- **Clear Waitlists by Add Deadline** - Sep 9
- **Finalize Student Registration by Add Deadline** - Sep 14
- **Build Upcoming Spring Schedule of Classes** - Due Sep 23
- **Publish UG Catalog**
- **Release Freshman Course Reservations**

### Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
### Department Calendar

#### August 21 - August 27, 2016

<table>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Review/Certify August Graduating Students (ALL) - Due Aug 26</td>
<td>Flag Final Exams - Due Sep 1</td>
<td>Report Fall Forfeits &amp; Deferred Students - Due Sep 4</td>
<td>Clear Waitlists by Add Deadline - Sep 9</td>
<td>Review &amp; Flag Fall Final Exams - Due Sep 4</td>
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</table>

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

- **August Diploma Certification Deadline Including Honors and Doctorate Degrees**

- **August 21 - August 27, 2016**

- **Sunday 21:**
  - Review/Certify August Graduating Students (ALL) - Due Aug 26

- **Monday 22:**
  - Flag Final Exams - Due Sep 1

- **Tuesday 23:**
  - Report Fall Forfeits & Deferred Students - Due Sep 4

- **Wednesday 24:**
  - Clear Waitlists by Add Deadline - Sep 9

- **Thursday 25:**
  - Review & Flag Fall Final Exams - Due Sep 4

- **Friday 26:**

- **Saturday 27:**

- **Legend:**
  - Grey/Purple = Official Calendar Dates
  - Red = Deadlines
  - Blue = URO Action
  - Yellow = Action Items
  - Green = Tuition/Billing
  - Pink = Report Distribution
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</table>

- **Flag Final Exams - Due Sep 1**
- **Review & Flag Fall Final Exams - Due Sep 4**
- **Report Fall Forfeits & Deferred Students - Due Sep 4**
- **Clear Waitlists by Add Deadline - Sep 9**
- **Finalize Student Registration by Add Deadline - Sep 14**
- **Review Fall Verification Report - Due Sep 22**
- **Build Upcoming Spring Schedule of Classes - Due Sep 23**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
# Department Calendar

### September 4 - September 10, 2016

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</table>

- **Report Fall Forfeits & Deferred Students - Due Sep 4**
- **Clear Waitlists by Add Deadline - Sep 9**
- **Finalize Student Registration by Add Deadline - Sep 14**
- **Review Fall Verification Report - Due Sep 22**
- **Build Upcoming Spring Schedule of Classes - Due Sep 23**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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- Green = Tuition/Billing
- Pink = Report Distribution
### Department Calendar

#### September 11 - September 17, 2016

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</table>

- Review Fall Verification Report - Due Sep 22
- Build Upcoming Spring Schedule of Classes - Due Sep 23

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

### September 18 - September 24, 2016

<table>
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</table>

- **Sunday, September 18**: Review Fall Verification Report - Due Sep 22
- **Friday, September 22**: Fall Student Academic Code Change Deadline
- **Sunday, September 19** - **Saturday, September 24**: Build Upcoming Spring Schedule of Classes - Due Sep 23

### Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution