### July 30 - August 5, 2017

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

- **July 30 - August 5, 2017**
  - **Sunday, July 30:**
  - **Monday, July 31:**
    - **Tuesday, August 1:**
      - **Wednesday, August 2:**
        - **Thursday, August 3:**
          - **Friday, August 4:**
            - **Saturday, August 5:**

#### Action Items:
- **July 30 - August 5, 2017**
  - **Sunday, July 30:**
  - **Monday, July 31:**
    - **Tuesday, August 1:**
      - **Wednesday, August 2:**
        - **Thursday, August 3:**
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            - **Saturday, August 5:**

#### Important Dates:
- **July 30 - August 5, 2017**
  - **Sunday, July 30:**
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      - **Wednesday, August 2:**
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#### Deadlines:
- **July 30 - August 5, 2017**
  - **Sunday, July 30:**
  - **Monday, July 31:**
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      - **Wednesday, August 2:**
        - **Thursday, August 3:**
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#### Key Dates:
- **July 30 - August 5, 2017**
  - **Sunday, July 30:**
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      - **Wednesday, August 2:**
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#### Important Notifications:
- **July 30 - August 5, 2017**
  - **Sunday, July 30:**
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    - **Tuesday, August 1:**
      - **Wednesday, August 2:**
        - **Thursday, August 3:**
          - **Friday, August 4:**
            - **Saturday, August 5:**

#### Additional Information:
- **July 30 - August 5, 2017**
  - **Sunday, July 30:**
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        - **Thursday, August 3:**
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August 6 - August 12, 2017

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

**Legend:**
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- **Yellow**
  - Update Fall Schedule of Classes for Does Not Meet (DNM) Rooms & Instructors (Required) - Due Aug 18
  - Review/Certify August Graduating Students (Bachelors & Honors) - Due Aug 18
  - Review/Certify August Graduating Students (Doctorates & Masters) - Due Aug 25
  - Report Fall Forfeits or Deferred Students - Due Sep 1
  - Departments Clear Waitlists by Add Deadline - Due Sep 11
  - Finalize Student Registration by Add Deadline - Due Sep 11

- **Orange**
  - DARN Meeting 10 am.
  - WEH 7500

- **Blue**
  - Session All, Session Two & Mini-6 Faculty Course Evaluations

- **Green**
  - Summer All, Two & Mini-6 Grade Submission Available
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**Yellow = Action Items**

- Review/Certify August Graduating Students (Bachelors & Honors) - Due Aug 18

- Update Fall Schedule of Classes for Does Not Meet (DNM) Rooms & Instructors (Required) - Due Aug 18

- Review/Certify August Graduating Students (Doctorates & Masters) - Due Aug 25

- Report Fall Forfeits or Deferred Students - Due Sep 1

- Finalize Student Registration by Add Deadline - Due Sep 11

- Departments Clear Waitlists by Add Deadline - Due Sep 11

**Green = Tuition/Billing**

- Publish UG Catalog

- Missing Grade Report for Summer

**Pink = Report Distribution**

- August Diploma Certification Deadline for Bachelor Degree Deadline

- Fall SOC -- DNM & Instructors Update Deadline

**Legend:**
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- **August 20 - August 26, 2017**
  - **20**: Review/Certify August Graduating Students (Doctorates & Masters) - Due Aug 25
  - **21**: Report Fall Forfeits or Deferred Students - Due Sep 1
  - **22**: Review & Flag Fall Final Exams - Due Sep 1
  - **23**: Departments Clear Waitlists by Add Deadline - Due Sep 11
  - **24**: Finalize Student Registration by Add Deadline - Due Sep 11
  - **25**: Build Upcoming Spring Schedule of Classes - Due Sep 18
  - **26**: August Diploma Certification Deadline for Masters & Doctorate Degrees

**Legend:**
- Grey/Purple = Official Calendar Dates
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- Pink = Report Distribution
August 27 - September 2, 2017

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<td>Student Waitlist Tagup Deadline</td>
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<td>Review &amp; Flag Fall Final Exams - Due Sep 1</td>
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<td>Report Fall Forfeits or Deferred Students - Due Sep 1</td>
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<td>Review Fall Verification Report - Due Sep 6</td>
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<td>Finalize Student Registration by Add Deadline - Due Sep 11</td>
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<td>Departments Clear Waitlists by Add Deadline - Due Sep 11</td>
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<td>Build Upcoming Spring Schedule of Classes - Due Sep 18</td>
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<td>Fall Forfeits &amp; Deferred Student Deadline</td>
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**Legend:**
- Grey/Purple = Official Calendar Dates
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<td><strong>Blue = URO Action</strong></td>
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<td><strong>Green = Tuition/Billing</strong></td>
<td><strong>Pink = Report Distribution</strong></td>
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<tr>
<td>Review Fall Verification Report - Due Sep 6</td>
<td>Fall Program Code Change Deadline</td>
<td>Finalize Student Registration by Add Deadline - Due Sep 11</td>
<td>Departments Clear Waitlists by Add Deadline - Due Sep 11</td>
<td>Build Upcoming Spring Schedule of Classes - Due Sep 18</td>
<td>Labor Day: No Classes</td>
<td>M17 Not Certified Students Moved to F17 Expt'd Grad Date</td>
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## Academic Department Calendar

### September 10 - September 16, 2017

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</table>

- **Finalize Student Registration by Add Deadline - Due Sep 11**
- **Departments Clear Waitlists by Add Deadline - Due Sep 11**
- **Build Upcoming Spring Schedule of Classes - Due Sep 18**
- **DARN Meeting 10 a.m. CUC Connan**
- **Waitlist Purge of Students Who Did Not Tag Up**
- **Veterans Educational Benefits enrollment certified to VA (estimated)**
- **Administrative Withdrawal (W1) for Not Registered Students**

### Legend:
- Grey/Purple = Official Calendar Dates
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### September 17 - September 23, 2017

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- **17**
  - Spring Schedule of Classes Deadline

- **18**
  - Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due Oct 20

### Legend:
- Grey/Purple = Official Calendar Dates
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**September 24 - September 30, 2017**

- **Monday, September 25**: Review/Flag FCE Mini-1 Flags - Due Oct 5
- **Wednesday, September 27**: Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due Oct 20
- **Monday-Friday, September 25-30**: Mini-1 Course Drop Deadline to Receive a W Grade
- **Monday-Friday, September 25-30**: Mini-1 Course Drop & Pass/Fail Option Deadline - Assign W Grade for Courses Dropping after this Date
- **Monday-Friday, September 25-30**: Final Exams Schedule published (estimated)
- **Monday-Friday, September 25-30**: Fall Ph.D. Certification & 100% Tuition Adjustment

**Legend:**
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- **Review/Flag FCE Mini-1 Flags - Due Oct 5**
- **FCE Mini-1 Flag Deadline**
- **Review Course Grade Options for Mid-Semester/Mini-1 Grading Period - Due Oct 13**
- **Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due Oct 20**

**Legend:**
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**October 8 - October 14, 2017**

- **October 8 - October 14, 2017**
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  - **12**
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  - **14**

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- **Review Course Grade Options for Mid-Semester/Mini-1 Grading Period - Due Oct 13**
- **Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due Oct 20**
- **August Diplomas are Mailed to Students by Printer, Estimated:**
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**October 15 - October 21, 2017**

- **Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC- Due Oct 20**
- **DARN Meeting 10:00 a.m. CUC Connan**
- **Spring Schedule of Classes Deadline for Non-Pittsburgh Locations**
- **Mid-semester/ Mini-1 Grade Submission Available**
- **Spring Student Records Created**
- **Review Spring Verification Report v.1 - Due Nov 8**

- **Mini-1 Faculty Course Evaluations**
- **Mini-1 Last Day of Classes; Course Withdrawal Grade Deadline**
- **Graduate Mini-1 Exam Days**
- **Mid-Semester Break; Undergraduate Mini-1 Exam Day**
- **No Undergraduate Mini-1 Course Meetings (Reading Period)**
### October 22 - October 28, 2017

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- **Mid-Semester Grades DUE by 4 pm**
- **Mini-1 Final Grades Due by 4 pm**

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**Review/Upsert Spring Course Pre-reqs, Co-reqs & Reservations, & Max Sizes for Cross-Listed Courses for Registration Week - Due Nov 6**

**Review Spring Verification Report v.1 - Due Nov 8**

**Publish Spring Schedule of Classes**

**Create Spring Time Assignments**

**Mini-2 Classes Begin (except for TSB)**

**Mini-2 Course Drop Deadline to Receive Tuition Adjustment (except TSB-HC)**

**Mini-2 Course Audit Grade Option Deadline (except TSB-HC)**

**Mini-2 Course Add Deadline w/o Dean’s Permission (except TSB-HC)**
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**Review/Update Spring Course Pre-reqs, Co-reqs & Reservations, & Max Sizes for Cross-Listed Courses for Registration Week - Due Nov 6**

**Review Spring Verification Report v.1 - Due Nov 8**

**Fall Ph.D. Certification Date & Receive 50% Tuition Adjustment**

**Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester**
### November 5 - November 10, 2017

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<td><strong>Student Academic Code Change Deadline</strong></td>
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- **November 5 - November 10, 2017**

**Review/Update Spring Course Pre-reqs, Co-Reqs & Reservations, & Max Sizes for Cross-Listed Courses for Registration Week - Due Nov 6**

- Review Spring Verification Report v.1 - Due Nov 8

- Review & Flag FCE Semester & Mini-2 courses - Due Nov 21

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

- DARN Meeting 10 a.m. UC Rangos 1
### November 12 - November 18, 2017

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<th>Sunday</th>
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**Review & Flag FCE Semester & Mini-2 courses - Due Nov 21**

**Spring Registration Week**

**Spring Increase in Max Units (based on cumulative QPA)**

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November 19 - November 25, 2017

- **November 19 - November 25, 2017**
  - **Sunday 19**
  - **Monday 20**
  - **Tuesday 21**
  - **Wednesday 22**
  - **Thursday 23**
  - **Friday 24**
  - **Saturday 25**

**Legend:**
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- **Review & Flag FCE Semester & Mini-2 courses - Due Nov 21**
- **FCE Semester & Mini-2 Flag Deadline**
- **Review December Diploma Candidates thru Dec 20 - Register students if continuing in Spring!**
- **Mini-2 Course Drop - Pass/Fail Option Deadline; Assign W Grade for Courses Dropping After this Date (except TSB)**
- **Thanksgiving Break: No Classes**
- **Spring Tuition Assessed**
### Academic Department Calendar

#### November 26 - December 2, 2017

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- **Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration**

- **Review December Diploma Candidates thru Dec 20 - Register students if continuing in Spring!**

- **Semester & Mini-2 Faculty Course Evaluations**
### December 3 - December 9, 2017

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#### Action Items

- **Review December Diploma Candidates thru Dec 20** - Register students if continuing in Spring!

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

- **Begin Processing Spring PCHE Cross-Registration Requests**

- **Final Semester Grade Submission Available**

#### Important Dates

- **Semester & Mini-2 Faculty Course Evaluations**

- **Semester & Mini-2 Last Day of Classes (except TSE)**

- **Semester & Mini-2 Course Drop Deadline for W grade (except TSE)**

---

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
### December 10 - December 16, 2017

**Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday**
---|---|---|---|---|---|---
10| 11| 12| 13| 14| 15| 16

- **December 10 - December 16, 2017**

**December 11**
- Review December Diploma Candidates thru Dec 20 - Register students if continuing in Spring!

**December 12**
- Review Spring Verification Report v.2 - Due Jan 10

**December 13**
- Build Summer Schedule of Classes - Due Jan 22
- Departments Clear Waitlists by Add Deadline - Due Jan 29

**December 14**
- **Waitlist Tag-up Notification to Students**

**December 15**
- Semester & Mini-2 Faculty Course Evaluations

**December 16**
- Final Examinations
- Reading Day
- Final Examinations
- Reading Day

### Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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- Green = Tuition/Billing
- Pink = Report Distribution
## December 17 - December 23, 2017

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</table>

**17 December**
- Review December Diploma Candidates thru Dec 20 - Register students if continuing in Spring!

**18 December**
- Semester & Mini-2/Faculty Course Evaluations
- Final Examinations

**19 December**
- Final Make-Up Examinations
- Classroom Furniture Count/Sweep
- Change Spring/Summer 2017 I to Default Grade

**20 December**
- Final Grades DUE by 4 pm
- PCHE Grades Expected to be Received from Host Institutions
- Fall 2017 FCE Results are Available
- Missing Grade Report for Fall

**21 December**
- Review Spring Verification Report v.2 - Due Jan 10
- Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration

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

**23 December**
- Departments Clear Waitlists by Add Deadline - Due Jan 29

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## December 24 - December 30, 2017

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

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

### Action Items

- **December 24 - December 30, 2017**
- **Sunday**
- **Monday**
- **Tuesday**
- **Wednesday**
- **Thursday**
- **Friday**
- **Saturday**

- **24**
  - Winter Holiday; Offices closed

- **25**
  - Review Spring Verification Report v.2 - Due Jan 10

- **26**
  - Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors (Required) - Due Jan 12

- **27**
  - Certify Diplomas for December - Due Jan 12 - Register students if continuing in Spring!

- **28**
  - Build Summer Schedule of Classes - Due Jan 22

- **29**
  - Finalize Student Registration by Add Deadline - Due Jan 29

- **30**
  - Departments Clear Waitlists by Add Deadline - Due Jan 29

- **URO Action**
- **Fall Academic Actions Posted**
## Academic Department Calendar

### December 31 - January 6, 2018

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<tr>
<th>Sunday</th>
<th>Monday</th>
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- **Yellow** = Action Items
- **Grey/Purple** = Official Calendar Dates
- **Red** = Deadlines
- **Blue** = URO Action
- **Green** = Tuition/Billing
- **Pink** = Report Distribution
- **Light Green** = Fall Academic Actions Posted

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

#### Key Dates:
- **New Year's Holiday; Offices closed**
- **Waitlist Tag-up Notification to Students**
- **Dean's List Report Available to Associate Deans**
- **QPA Rank Reports Available**
### January 7 - January 13, 2018

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<th>Sunday</th>
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<td><strong>Yellow</strong></td>
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<td><strong>Deadlines</strong></td>
<td><strong>Pink</strong></td>
<td><strong>Report Distribution</strong></td>
<td><strong>Blue</strong></td>
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<tr>
<td>Review Spring Verification Report v.2 - Due Jan 10</td>
<td>Spring SACC Forms Deadline</td>
<td>Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms &amp; Finalize Instructors (Required) - Due Jan 12</td>
<td>Certify Diplomas for December - Due Jan 12 - Register students if continuing in Spring!</td>
<td>Campuses/Locations Submit 2018-19 Official Academic Calendars</td>
<td>Build Summer Schedule of Classes - Due Jan 22</td>
<td>Review &amp; Flag Spring Final Exams - Due Jan 22</td>
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**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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- Green = Tuition/Billing
- Pink = Report Distribution

**Notes:**
- Spring Schedule of Classes -- DNM & Instructors Update Deadline
- December Diploma Certification Deadline (including PHD students)
- DARN Meeting 10 a.m. CUC Connan
- Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration
<table>
<thead>
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**January 14 - January 20, 2018**

- **14 January**: Build Summer Schedule of Classes - Due Jan 22
- **15 January**: Review & Flag Spring Final Exams - Due Jan 22
- **16 January**: Finalize Student Registration by Add Deadline - Due Jan 29
- **17 January**: Departments Clear Waitlists by Add Deadline - Due Jan 29
- **18 January**: Associate Deans to Review AP/IB Credit - Due Jan 31
- **19 January**: Martin Luther King Day; No Classes; Offices closed
- **20 January**: Semester & Mini-3 Classes Begin

**Legend:**
- Grey/Purple = Official Calendar Dates
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**December diplomas ordered (estimate)**
January 21 - January 27, 2018

Sunday 21

Monday 22

Tuesday 23

Wednesday 24

Thursday 25

Friday 26

Saturday 27

**Legend:**
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- Review & Flag Spring Final Exams - Due Jan 22
- Build Summer Schedule of Classes - Due Jan 22
- Spring Final Exam Report Deadline
- Summer Schedule of Classes Deadline
- Departments Clear Waitlists by Add Deadline - Due Jan 29
- Finalize Student Registration by Add Deadline - Due Jan 29
- Associate Deans to Review AP/IB Credit - Due Jan 31
- Mini-3 Course Drop Deadline to Adjust Tuition (except TSB-HC)
- Mini-3 Course Audit Option Deadline (except TSB-HC)
- Mini-3 Course Add Deadline w/o Dean Permission (except TSB-HC)

**Important Dates:**
- Spring Final Exam Report Deadline
- Summer Schedule of Classes Deadline
- Departments Clear Waitlists by Add Deadline - Due Jan 29
- Finalize Student Registration by Add Deadline - Due Jan 29
- Associate Deans to Review AP/IB Credit - Due Jan 31

**Graduation Management Available for May 2018**

**Review & Flag May & August Diploma Candidates for SEVIS Reporting - Due Feb 2**

**Summer Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 9**

**Graduation Management Available for May 2018**
### Academic Department Calendar

#### January 28 - February 3, 2018

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</table>

- **28**  
  - Finalize Student Registration by Add Deadline - Due Jan 29
  - Associate Deans to Review AP/IB Credit - Due Jan 31
  - Departments Clear Waitlists by Add Deadline - Due Jan 29

- **29**  
  - Waitlist Tag-Up Deadline

- **30**  
  - Associate Deans Update of AP/IB Credit Deadline

- **31**  
  - SEVIS S18 Graduation Management: Update Expected Graduation Deadline

- **1**  
  - Review/Flag May & August Diploma Candidates for SEVIS Reporting - Due Feb 2

- **2**  
  - Summer Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 9

- **3**  
  - Build Fall Schedule of Classes - Due Feb 26

- **4**  
  - Semester Course Drop Deadline for Tuition Adjustment (except TSB-HC)

- **5**  
  - Semester Course Audit Grade Option Deadline

- **6**  
  - Semester Course Add Deadline w/o Dean Permission

- **7**  
  - Fall Not Certified Students Moved to Spring Expt’d Grad Date

- **8**  
  - Waitlist Purge of Students Who Did Not Tag Up

- **9**  
  - Administrative Withdrawal (W1) for Not Registered Students

- **10**  
  - Publish Mini-3 Final Exam Schedule

---

**Legend:**
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</table>

**February 4 - February 10, 2018**

- **4**
  - **Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 9**

- **6**
  - **Build Fall Schedule of Classes - Due Feb 26**

- **7**
  - **Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23**

- **8**
  - **Review of Academic Audit Files**

- **9**
  - **Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline**

- **10**
  - **Summer Records are Created**

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

**February 11 - February 17, 2018**

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</table>

- **Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 22**
- **Build Fall Schedule of Classes - Due Feb 26**
- **Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23**

### Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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**Notes:**
- Publish Spring Semester & Mini-4 Final Exam Schedule
- DARN Meeting 10 a.m. CUC Connan
- Mini-3 Course Drop & Pass/Fail Grade Option Deadline; Assign W grade after this date (except TSB)
## February 18 - February 24, 2018

<table>
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</table>

**Yellow = Action Items**

- **Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 22**
- **Build Fall Schedule of Classes - Due Feb 26**
- **Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23**
- **December Diplomas are Mailed to Students; CeDiplomas available (estimated)**
- **FCE Spring Mini-3 Flag Deadline**
- **Review Summer Verification Report (including GRR & INT) - Due Mar 14**

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

## February 25 - March 3, 2018

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</table>

- **Yellow = Action Items**
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- **Yellow = Action Items**
- **Green = Tuition/Billing**
- **Pink = Report Distribution**

### Build Fall Schedule of Classes - Due Feb 26

### Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23

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

### Set Fall Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due March 23

### Spring Ph.D. Certification & 100% Tuition Adjustment

### Mini-3 Faculty Course Evaluations

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**Legend:**
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</table>

- **March 4 - March 10, 2018**

- **Monday, March 5**
  - Review College & University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 12
  - Review Summer Verification Report (including GRR & INT) - Due Mar 14
  - Set Fall Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due March 23

- **Tuesday, March 6**
  - Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23

- **Mid-Semester / Mini-3 Grade Submission Available**

- **Mid-Semester Break: No Classes (Mini-3 UG exams take place)**

- **Mini-3 Faculty Course Evaluations**

- **Mini-3 Last Day of Classes**

- **Mini-3 Course Withdrawal/Grade Deadline**

- **Graduate Mini-3 Exam Days**

- **No Undergrad/Mini-3 Course Meetings (Reading Period)**

- **Undergraduate Mini-3 Exam Day**

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**Legend:**
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<td>Review College &amp; University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 12</td>
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<td>Mid-Semester Grades Due by 4 p.m.</td>
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<td>Graduation Management Deadline for College - University Honors</td>
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<td>Review Summer Verification Report (including GRR &amp; INT) - Due Mar 14</td>
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<td>Mini-3 Final Grades Due by 4 p.m.</td>
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<td>Summer SACC Forms Deadline</td>
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<tr>
<td>Set Fall Course Pre-reqs, Co-reqs, Reservations, Description &amp; Instructors for SOC - Due March 23</td>
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<tr>
<td>Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23</td>
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<td>DARN Meeting 10 a.m. CUC Connan</td>
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<td>Classroom Inspections</td>
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<tr>
<td>Spring Break: No Classes</td>
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**Legend:**
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Follows Official Academic Calendar
Revision Date: 08/01/17
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**March 18 - March 24, 2018**

- **Set Fall Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC** - Due March 23
- **Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown** - Due Mar 23

**Legend:**
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**Notes:**
- Mini-4 Classes Begin
- Summer Registration Opens
- Fall Schedule of Classes - Non Pittsburgh Location Deadline
- Graduation Fair (tentative)
- Graduation Mgmt Turned Off for Diploma Order
- Fall Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline
- May Diploma Order Deadline
- 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)
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**March 25 - March 31, 2018**

- **March 25 - March 31, 2018**
- **Sunday**
- **Monday**
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- **Wednesday**
- **Thursday**
- **Friday**
- **Saturday**

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

**Review Fall Verification Report v.1 - Due Apr 18**

- Review/Update Fall Course Pre-reqs, Co-reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 20

**Spring Ph.D. Certification & 50% Tuition Adjustment**
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</table>

- **Add/Update Degrees for Continuing Students**
- **Review/Flag Semester & Mini-4 FCE Flags - Due Apr 18**
- **Review Fall Verification Report v.1 - Due Apr 18**
- **Review/Update Fall Course Pre-reqs, Co-reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 20**
- **Review Graduating Students for Diploma Re-order/Commencement Program - Due Apr 27**
- **Graduation Management Turns On for Commencement Program**
- **Summer Tuition Assessed**
- **Stellic Degree Audit Rollout (tentative)**

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

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

**Revision Date:** 08/01/17

**University Registrar’s Office**

**Academic Department Calendar**

**Follows Official Academic Calendar**
# Academic Department Calendar

### April 8 - April 14, 2018

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

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

<table>
<thead>
<tr>
<th><strong>Add/Update Degrees for Continuing Students</strong></th>
<th><strong>Review/U pdate Fall Course Pre-reqs, Co-Reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 20</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review/Flag Semester &amp; Mini-4 FCE Flags - Due Apr 18</strong></td>
<td><strong>Review Fall Verification Report v.1 - Due Apr 18</strong></td>
</tr>
</tbody>
</table>

**Stellic Degree Audit Rollout (tentative)**

**DARN Meeting 10 a.m. TBA**

**Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
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</table>

- **Review/Flag Semester & Mini-4 FCE Flags - Due Apr 18**
- **FCE Semester & Mini-4 Flag Deadline**
- **Fall SACC Forms Deadline**
- **Add/Update Degrees for Continuing Students**
- **Review Fall Verification Report v.1 - Due Apr 18**
- **Review/Update Fall Course Pre-reqs, Co-reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 20**
- **Review Graduating Students for Diploma Re-order/Commencement Program - Due Apr 27**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Stellic Degree Audit Rollout (tentative)**
- **Mini-4 Course Drop & Pass-Fail Grade Option Deadline; Assign W/Grade After This Date**
- **Carnival; No Classes (except TSB-HC)**

**Legend:**
- Grey/Purple = Official Calendar Dates
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- Pink = Report Distribution
## April 22 - April 28, 2018

### Sunday 22
- **Carnival; No Classes (except TSB-HC)**

### Monday 23

### Tuesday 24

### Wednesday 25

### Thursday 26
- **Commencement Online Program Proof Deadline - update Graduation Management as best as possible**

### Friday 27
- **Graduation Mgmt remains off thru May 9 (manually track graduation changes for commencement program)**

### Saturday 28
- **Spring Increase in Max Units (based on cumulative QPA)**

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

- **Stellic Degree Audit Rollout (tentative)**
- **Graduation Mgmt remains off thru May 9 (manually track graduation changes for commencement program)**
- **Update Summer DNM Room & Instructors - Due May 11**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Semester & Mini-4 Faculty Course Evaluations**
- **Final Semester Grade Submission Available**
- **Semester & Mini-4 Last Day of Classes**
- **Semester and Mini-4 Course Drop Deadline to Receive W Grade**
## May 6 - May 12, 2018

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**Legend:**
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- Pink = Report Distribution

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- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Update Summer DNM Room & Instructors - Due May 11**
- **Final Summer Verification Report - Due May 16**
- **Semester & Mini-4 Faculty Course Evaluations**

---

- **Graduation Management turned back ON to enter manual proof changes**
- **Fall UG Admissions Interface Begins**

---

- **Graduation Mgmt remains off thru May 9 (manually track graduation changes for commencement program)**
- **Review Commencement Program Proof at Alumni House**
- **Summer Schedule of Classes Does Not Meet (DNM) Rooms & Instructors Final Deadline**

---

- **Final Examinations**
- **Reading Day**
- **Final Examinations**
May 13 - May 19, 2018

Sunday  | Monday  | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday
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13 | 14 | 15 | 16 | 17 | 18 | 19

- **Final Summer Verification Report - Due May 16**
- **Summer SACC Forms Deadline**
- **Final Grade Deadline by 4 pm for Graduating students**
- **Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due June 1**

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

- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Semester & Mini-4 Faculty Course Evaluations**
- **Final Make-Up Examinations**
- **PCHE Grades Expected to be Received from Host Institutions (tentative)**
- **Change Fall I to Default Grade**
- **Missing Grade Report for May Graduates Distributed**
- **College Honors and Doctor's Hooding ceremonies**
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**May 20 - May 26, 2018**

- **Tuesday, May 22**: Final Grade Deadline by 4 pm for Non-Graduating students

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**Legend:**
- Grey/Purple = Official Calendar Dates
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- Green = Tuition/Billing
- Pink = Report Distribution

**Commencement**
- Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due June 1

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

**Post Spring Academic Actions - Due Jun 1**
- Begin Processing Fall PCHE Cross-Registration Requests
- Session All, One & Mini-5 Classes Begin
- Spring Increase in Max Units (based on cumulative QPA)
- Missing Grade Report for Spring Distributed
- Spring 2018 FCE Results Available
- QPA Class Rank Reports Available
- Session One & Mini-5 Course Drop Deadline for Tuition Adjustment
- Summer-1/Mini-5 Administrative Withdrawal (W1) for Not Registered Students
- Session One & Mini-5 Course Drop Deadline w/o Dean Permission & Audit Grade Deadline
- Dean's List Available

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**Legend:**
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**May 27 - June 2, 2018**

- **May 27**: Memorial Day; No Classes
- **May 28**: Post Spring Academic Actions - Due Jun 1
- **May 29**: Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due June 1
- **May 30**: Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31
- **May 31**: Spring Academic Actions Deadline
- **June 1**: Spring Academic Actions Deadline
- **June 2**: May Diploma Certification Deadline
<table>
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Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31

- **Set Summer/Fall Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on fall registration**
- **Fall Tuition Assessed**
- **Graduation Management turns ON for August Expected Graduates**

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

**June 10 - June 16, 2018**

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- **Flag FCE Summer One Faculty Course Evaluations - Due Jun 21**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **DARN Meeting 10 a.m. CUC Ranges 3**

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

**June 17 - June 23, 2018**

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- **Flag FCE Summer One Faculty Course Evaluations - Due Jun 21**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **FCE Summer One Flag Deadline**

### Legend:
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- Pink = Report Distribution
### June 24 - June 30, 2018

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

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

**Activities:**
- Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31
- Session One & Mini-5 Faculty Course Evaluations
- Session One & Mini-5 Last Day of Classes
- Session One & Mini-5 Course Withdrawal Grade Deadline
- Session One & Mini-5 Final Exams
- Summer One/Mini-5 Grade Submission Available
## Academic Department Calendar

### July 1 - July 7, 2018

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**Legend:**
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- Green = Tuition/Billing
- Pink = Report Distribution

- **July 1 - July 7, 2018**
  - **Sunday, July 1:** Independence Day; No Classes
  - **Monday, July 2:** Session Two & Mini-6 Classes Begin
  - **Tuesday, July 3:** Session One & Mini-5 Final Grades Due by 4 pm
  - **Wednesday, July 4:** Independence Day; No Classes
  - **Thursday, July 5:** Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1
  - **Friday, July 6:**
  - **Saturday, July 7:**

- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1**

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

Follows Official Academic Calendar
Revision Date: 08/01/17
## July 8 - July 14, 2018

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- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1**

### Legend:
- Grey/Purple = Official Calendar Dates
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### Important Dates:
- **Session Two & Mini-6 Course Add Deadline**
- **Session Two & Mini-6 Course Drop Deadline for Tuition Adjustment**
- **Session All Course Drop or Pass/Fail Grade Deadline; Assign W Grade**
- **Session Two & Mini-6 Course Audit or Pass/Fail Grade Deadline; Assign W Grade after this date**
### July 15 - July 21, 2018

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- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1**

**Legend:**
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### Academic Department Calendar

#### July 22 - July 28, 2018

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- **July 22**: Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31
- **July 28**: Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1

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**Legend:**
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### Academic Department Calendar

#### July 29 - August 4, 2018

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- Pink = Report Distribution

- **July 29 - August 4, 2018**
  - Sunday: 29
  - Monday: 30
  - Tuesday: 31
  - Wednesday: 1
  - Thursday: 2
  - Friday: 3
  - Saturday: 4

**Action Items**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **UG Catalog Edit Deadline**
- **Session All & Two FCE Flag Deadline**
- **Fall ID Cards Available**

**Official Calendar Dates**
- **Session All & Two FCE Flag Deadline**
- **Fall ID Cards Available**

**Deadlines**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **UG Catalog Edit Deadline**
- **Session All & Two FCE Flag Deadline**

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

**August 5 - August 11, 2018**

- **August 5 - August 11, 2018**
  - **Session All, Session Two & Mini-6 Faculty Course Evaluations**
  - **Session All, Session Two & Mini-6 Last Day of Classes (except MBA, Heinz)**
  - **Session All, Session Two & Mini-6 Final Exams**
  - **Mini-6 Course Drop, Pass/Fail Grade Deadline; Assign W Grade Dropping After This Date**
  - **Summer All, Two & Mini-6 Grade Submission Available**
### August 12 - August 18, 2018

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- **Tuesday, August 14**: Classroom Furniture Count/Sweep
- **Tuesday, August 14**: Waitlist Tagup Notification to Students
- **Tuesday, August 14**: DARN Meeting
- **Wednesday, August 15**: Missing Grade Report for Summer
- **Thursday, August 16**: Summer 2018 FCE Results Available

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