# Department Calendar

## August 2 - August 8, 2015

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<th>Sunday</th>
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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
- **Fall ID Cards Available**
- **Summer All, Two & Mini-6 Grade Submission Available**

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**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
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- Pink = Report Distribution
### August 9 - August 15, ...

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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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## Department Calendar

### August 16 - August 22...

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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 4
- **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
- **Build Upcoming Spring Schedule of Classes** - Due Sep 29

### Legend:
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</table>

- **August 23 - August 29...**

- **23**
  - Review/Certify August Graduating Students (including Doctorates) - Due Aug 28

- **28**
  - August Diploma Certification Deadline Including Honors & Doctorate

- **29**
  - Flag Final Exams - Due Sep 4
  - 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 Reservation...
# Department Calendar

## August 30 - September...

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</table>

- **Flag Final Exams - Due Sep 4**
- **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**

**Legend:**
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- **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)**

**Semester & Mini-1 Classes Begin**

**Waitlist Tag-up Deadline**

**Waitlist Purge of Students Who Did Not Tag Up**
September 6 - September 12

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</table>

- **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**

Legend:
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# September 13 - September 19

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**Yellow** = Action Items

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**Grey/Purple** = Official Calendar Dates

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**Red** = Deadlines

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**Pink** = Report Distribution

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

## September 20 - September 26

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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

**Important Note:**  
Build Upcoming Spring Schedule of Classes - Due Sep 29
### Department Calendar

#### September 27 - October 3

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</table>

**Yellow = Action Items**

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

**Red = Official Calendar Dates**

- **Spring Schedule of Classes Deadline**

**Grey/Purple = Official Calendar Dates**

- **Review FCE Mini-1 Flags - Due Oct 7**

**Pink = Report Distribution**

- **Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due Oct 23**

**Blue = URO Action**

- **Review Course Grade Options for Mid-Semester/Mini-1 Grading Period - Due Oct 9**

**Green = Tuition/Billing**

- **Fall Ph.D. Certification & 100% Tuition Adjustment**

- **August Diplomas are Mailed to Students by Printer (estimated)**

- **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**

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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:**
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## Department Calendar

### October 11 - October ...

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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 on-Pittsburgh Locations

**Mini-1 Faculty Course Evaluations**

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## Department Calendar

### October 18 - October ...

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</table>

- **Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC- Due Oct 23**

- **Mini-1 Last Day of Classes; Course Withdrawal Grade Deadline**

- **Mid-semester Mini-1 Grade Submission Available**

- **Spring Student Records Created**

- **No Graduate Mini-1 Course Meetings (Reading Period) except TSB & HC evening classes**

- **No Undergraduate Mini-1 Course Meetings (Reading Period)**

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

- **Create SpringTime Assignment...**

- **Mid-Semester Break; Undergraduate Mini-1 Exam Day**

- **Graduate Mini-1 Exam Days**

- **Mini-1 Faculty Course Evaluations**

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### October 25 - October ...

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- **25**
  - Mid-Semester Grades DUE by 4 pm

- **26**
  - Review Spring Verification Report v.1 - Due Nov 12

- **27**
  - Mini-1 Final Grades DUE by 4 pm

- **28**
  - Adjust Spring Max Sizes for Cross-Listed Courses- Due Oct 31
  - Review/Update Spring Course Pre-reqs, Co-reqs & Reservations for Registration Week- Due Nov 6

### Action Items

- **29**
  - Publish Spring Schedule of Classes
  - Mini-2 Classes Begin (except for TSB)

- **30**
  - Mini-2 Course Add Deadline w/o Dean's Permission (except TSB-HC)

- **31**
  - Mini-2 Course Audit Grade Option Deadline (except TSB-HC)
  - Mini-2 Course Drop Deadline to Receive Tuition Adjustment (except TSB-HC)

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### Department Calendar

#### November 1 - November...

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<table>
<thead>
<tr>
<th>Action Item</th>
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<tbody>
<tr>
<td><strong>Review/Update Spring Course Pre-reqs, Co-Reqs &amp; Reservations for Registration Week</strong></td>
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<tr>
<td>Due Nov 6</td>
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Review Spring Verification Report v.1 - Due Nov 12

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

Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.
### November 8 - November 14

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<tr>
<th>Sunday</th>
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- **8**
  - **Review Spring Verification Report v.1 - Due Nov 12**

- **12**
  - **Spring Student Academic Code**

- **13**
  - **Review & Flag FCE Semester & Mini-2 courses - Due Nov 20**

- **13**
  - **DARN Meeting 10 a.m. UC Connan**

- **13**
  - **Veterans Day**

- **14**
  - **Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.**

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**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 GPA)**
- **Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.**
- **Spring Registration Week**
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</table>

- **November 22 - November 28**
- **Sunday, November 22**: Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.
- **Monday, November 23**: Mini-2 Course Drop - Pass/Fail Option Deadline; Assign W Grade for Courses Dropping After this Date (except TSB).
- **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**: Review December Diploma Candidates thru Dec 23 - Register students if continuing in Spring!
- **Friday, November 27**: Thanksgiving Break: No Classes.
- **Saturday, November 28**: (No activities listed)

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Review December Diploma Candidates thru Dec 23 - Register students if continuing in Spring!

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

Begin Processing Spring PCHE Cross-Registrar Requests

Build Summer Schedule of Classes - Due Jan 19

Semester & Mini-2 Faculty Course Evaluations

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# Department Calendar

## December 6 - December 12

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**Actions:**

- **Sunday, December 6:**
  - Review December Diploma Candidates thru Dec 23 - Register students if continuing in Spring!

- **Monday, December 7:**
  - Build Summer Schedule of Classes - Due Jan 19

- **Tuesday, December 8:**
  - Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.

- **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)

**Legend:**

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## December 13 - December 19

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- **Review December Diploma Candidates thru Dec 23 - Register students if continuing in Spring!**
- **Review Spring Verification Report v.2 - Due Dec 28**
- **Flag Spring Final Exams - Due Jan 15**
- **Build Summer Schedule of Classes - Due Jan 19**
- **Clear Waitlists by Add Deadline - Due Jan 25**

### Waiting Tag-up Notification to Students

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

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

### Course Evaluations
- **Final Examinations**
- **Reading Day**
- **Final Examinations**

### Semester & Mini-2 Faculty Course Evaluations
# Department Calendar

## December 20 - December 26

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

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

- Final Grades DUE by 4 pm

**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

- Build Summer Schedule of Classes - Due Jan 19

- Clear Waitlists by Add Deadline - Due Jan 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

- Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester.
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
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</table>

**December 27 - January...**

**Sunday 27**
- Review Spring Verification Report v.2 - Due Dec 28

**Monday 28**
- Spring Student Academic Code Change Deadline

**Tuesday 29**

**Wednesday 30**

**Thursday 31**

**Friday 1**
- Associate Deans to Review AP/IB Credit - Due Mar 25

**Saturday 2**

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

**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 19**

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

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

**Missing Grade Report for Fall**

**Post Fall Academic Actions**

**Classroom Furniture Count/Sweep**

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

#### January 3 - January 9,

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

**January 3 - January 9:**

- **3 January:** Certify December Diplomas on Graduation Management including Honors - Due Jan 8 - Register students if continuing in Spring!
- **4 January:** Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors - Due Jan 8
- **5 January:** Flag Spring Final Exams - Due Jan 15
- **6 January:** Build Summer Schedule of Classes - Due Jan 19
- **7 January:** Finalize Student Registration by Add Deadline - Due Jan 25
- **8 January:** Clear Waitlists by Add Deadline - Due Jan 25
- **9 January:** Associate Deans to Review AP/IB Credit - Due Mar 25

**Legend:**

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

**Post Fall Academic Actions**

- **Waitlist Tag-up Notification to Students**
- **QPA Ranks Reports Available**
- **Dean's List Report Available to Associate D**

**Graduation Management December Certification (except PhD)**

**Spring Schedule of Classes -- DNM & Instructors Update Deadline**
<table>
<thead>
<tr>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 10</td>
<td>Waitlist Tag-Up Deadline</td>
</tr>
<tr>
<td>Monday 11</td>
<td>Build Summer Schedule of Classes - Due Jan 19</td>
</tr>
<tr>
<td>Tuesday 12</td>
<td>Flag Spring Final Exams - Due Jan 15</td>
</tr>
<tr>
<td>Wednesday 13</td>
<td>Final Spring Verification Report Review - Due Jan 22</td>
</tr>
<tr>
<td>Thursday 14</td>
<td>Finalize Student Registration by Add Deadline - Due Jan 25</td>
</tr>
<tr>
<td>Friday 15</td>
<td>Clear Waitlists by Add Deadline - Due Jan 25</td>
</tr>
<tr>
<td>Saturday 16</td>
<td>Associate Deans to Review AP/IB Credit - Due Mar 25</td>
</tr>
</tbody>
</table>

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing Report Distribution
January 17 - January ...

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</table>

**Yellow** = Action Items

- Build Summer Schedule of Classes - Due Jan 19
- Summer Schedule of Classes Deadline
- 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

**Grey/Purple** = Official Calendar Dates

- Martin Luther King Day; No Classes
- Spring Student Academic Code Deadline
- F15 Not Certified Students Moved to S16 Expt’d Grad Date

**Red** = Deadlines

- Due Jan 19
- Due Jan 25
- Due Mar 25

**Pink** = Report Distribution

**Blue** = URO Action

**Green** = Tuition/Billing

Legend:

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

January 24 - January ...

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</tbody>
</table>

- **Finalize Student Registration by Add Deadline - Due Jan 25**
- **Clear Waitlists by Add Deadline - Due Jan 25**
- **Review/Flag May & August Diploma Candidates for SEVIS Reporting - Due Feb 5**
- **Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 12**
- **Associate Deans to Review AP/IB Credit - Due Mar 25**
- **Graduation Management Available for May 2016**
- **Administrative Withdrawal (W1) for Not Registered Students**
- **Semester Course Drop Deadline for Tuition Adjustment (except TSB-HC)**
- **Semester Course Audit Grade Option Deadline**

Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Pink = Report Distribution
- Blue = URO Action
- Green = Tuition/Billing
- Yellow = Action Items
- = Deadlines
January 31 - February...

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

- **Review/Flag May & August Diploma Candidates for SEVIS Reporting - Due Feb 5**
- **Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 12**
- **Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 18**
- **Build Fall Schedule of Classes - Due Mar 1**
- **Associate Deans to Review AP/IB Credit - Due Mar 25**

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

- **SEVIS S15 Graduation Management Update Expected Graduation Deadline**
- **December Diplomas are Mailed to Students (estimated)**
- **Publish Mini-3 Final Exam Schedule**
- **SEVIS S15 Graduation Management Update Expected Graduation Deadline**
## Department Calendar

### February 7 - February...

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<tr>
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</table>

- **February 7 - February 13**

  - **Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline** - Due Feb 12
  - **Flag FCE Mini-3 Faculty Course Evaluations** - Due Feb 18
  - **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

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

### Details:
- **Publish (estimated) Spring Semester &**
- **DARN Meeting 10 a.m. CUC McKenna/...**
- **Summer Records are Created**
- **Mini-3 Course Drop & Pass/Fail Grade Option Deadline; Assign W grade after this date (except TSB)**
### Department Calendar

**February 14 - February 20**

<table>
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</tbody>
</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:**
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- Red = Deadlines
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## Department Calendar

### February 21 - February 27

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</table>

- **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
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## Department Calendar

### February 28 - March 5...

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

- **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 Grade Submission Available**
- **Set Fall Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors for SOC - Due Mar 25**
- **Mid-Semester Break: No Classes (Mini-3 UG exams take place)**
- **Graduate Mini-3 Exam Days**
- **No Undergrad Mini-3 Course Meetings (Reading Period)**
- **Undergraduate Mini-3 Exam Day**
- **Mini-3 Faculty Course Evaluations**

### Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
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- Pink = Report Distribution
### March 6 - March 12, 2015

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

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

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

**Event Details:**

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

**Spring Break: No Classes**
<table>
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<th>Sunday</th>
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</table>

- **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
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## Department Calendar

### March 20 - March 26, ...

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

### Key Dates and Actions
- **March 20**: Associate Deans to Review AP/IB Credit - Due Mar 25
- **March 20**: Set Fall Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors for SOC - Due Mar 25
- **March 21**: Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 25
- **March 22**: Associate Deans Update of AP/IB Fall Schedule of Classes Changes Deadline
- **March 23**: Fall Records are Created
- **March 24**: Review Fall Verification Report v.1 - Due Apr 14
- **March 25**: May Diploma Order Deadline
- **March 25**: Associate Deans Update of AP/IB
- **March 26**: Graduation Mgmt Turned Off for Diploma Order

**Set Enrollment Status to Pending Graduation Status (G2) if not continuing studies for...**
## Department Calendar

### March 27 - April 2, 2016

<table>
<thead>
<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 Apr 4**

**Review/Flag Semester & Mini-4 FCE Flags - Due Apr 13**

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

### Legend:

- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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- Pink = Report Distribution
# April 3 - April 9, 2016

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

- **Review/Flag Semester & Mini-4 FCE Flags - Due Apr 13**

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

- **Graduation Management Turns On for Commencement Program**

- **Summer Tuition Assessed**
# Department Calendar

## April 10 - April 16, 2016

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

### April 10 - April 14, 2016
- **April 10 - April 11, 2016**
  - **Monday**
    - Review/Flag Semester & Mini-4 FCE Flags - Due Apr 13
  - **Tuesday**
    - Review Fall Verification Report v.1 - Due Apr 14

### April 12, 2016
- **Wednesday**
  - **FCE Semester & Mini-4 Flag Deadline**

### April 13, 2016
- **Thursday**
  - **Fall Student Academic Code Change Deadline**

### April 15 - April 16, 2016
- **Friday**
  - Carnival; No Classes (except TSB-HC)

### April 16, 2016
- **Saturday**
  - DARN Meeting 10 a.m. UC Connan

---

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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### April 17 - April 23, 2016

<table>
<thead>
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#### Review & Modify Course Catalog Descriptions & Flags - Due Jul 31

- Semester & Mini-4 Faculty Course Evaluations
- Spring Increase in Max Units (based on cumulative QPA)
- Fall Registration Week

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

#### April 24 - April 30, 2016

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</table>

- **24**
  - Review & Modify Course Catalog Descriptions & Flags - Due Jul 31

- **25**
  - Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester

- **26**
  - Semester & Mini-4 Last Day of Classes

- **27**
  - Semester and Mini-4 Course Drop Deadline to Receive W Grade

- **28**
  - Final Semester Grade Submission Available

- **29**

- **30**

---

**Legend:**
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## May 1 - May 7, 2016

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**Legend:**
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- Red = Deadlines
- Blue = URO Action
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- Green = Tuition/Billing
- Pink = Report Distribution

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

- **Final Examinations**
- **Reading Day**
- **Final Examinations**
May 8 - May 14, 2016

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

Sunday       Monday       Tuesday       Wednesday      Thursday       Friday       Saturday
8            9            10           11             12            13           14

Final Summer Verification Report - Due May 11

Update Summer DNM Room & Instructors - Due May 13

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

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

Change Fall I to Default Grade & X to R Grade

Final Make-Up Examinations

Final Examinations

Missing Grade Report for Spring Distributed

Fall UG Admissions Interface Begins
### May 15 - May 21, 2016

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

#### Yellow = Action Items
- **May 15 - May 21, 2016**: 
  - Fall Verification Report v. 2 - Due May 25
  - Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @Ceremony - Due May 31
  - Review & Modify Course Catalog Descriptions & Flags - Due Jul 31

#### Grey/Purple = Official Calendar Dates
- **Commen...**
  - PCHE Grades Expected to be Received from Host Institutions (tentative)
  - Session All, One & Mini-5 Classes Begin

#### Red = Deadlines
- Spring Increase in Max Units (based on cumulative QPA)
- QPA Class Rank Reports Available
- Dean's List Available

#### Blue = URO Action
- 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
- Session One & Mini-5 Course Drop Deadline for Tuition Adjustment

#### Green = Tuition/Billing
- 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
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- **Fall Verification Report v. 2 - Due May 25**
- **Fall Student Academic Code Change Deadline**
- **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**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
## May 29 - June 4, 2016

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

- **May Diploma Certification Deadline**

- **Spring Academic Actions Deadline**

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

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

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

- **Memorial Day; No Classes**

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

- **Begin Processing Fall PCHEss-Registrar Requests**

- **Fall Tuition Assessed**

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

### June 5 - June 11, 2016

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</table>

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

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

### June 19 - June 25, 2016

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</table>

- **June 19 - June 25, 2016**
- **June 19**: Review & Modify Course Catalog Descriptions & Flags - Due Jul 31

- **Graduation Management turns ON for August Expected Graduates**
- **Session One & Mini-5 Course Withdrawal Grade Deadline**
- **Session One & Mini-5 Last Day of Classes**
- **Session One & Mini-5 Final Exams**
- **Summer One/Mini-5 Grade Submission Available**
- **Session One & Mini-5 Faculty Course Evaluations**

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

### June 26 - July 2, 2016

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<td></td>
<td><strong>Session One &amp; Mini-5 Final Grades Due by 4 pm</strong></td>
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</table>

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

**Key Dates for Session One & Mini-5:**
- Final Grades Due by 4 pm

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

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

## July 3 - July 9, 2016

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<th>Sunday</th>
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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

### July 3 - July 9, 2016

- **Sunday, July 3**: Independence Day; No Classes
- **Monday, July 4**: Independence Day; No Classes
- **Tuesday, July 5**: Review & Modify Course Catalog Descriptions & Flags - Due Jul 31
- **Wednesday, July 6**: Session All Course Drop or Pass/Fail Grade Deadline, Assign W Grade
- **Thursday, July 7**: Session All Course Drop or Pass/Fail Grade Deadline, Assign W Grade
- **Friday, July 8**: Session All Course Drop or Pass/Fail Grade Deadline, Assign W Grade
- **Saturday, July 9**: Session All Course Drop or Pass/Fail Grade Deadline, Assign W Grade
### Department Calendar

#### July 10 - July 16, 2016

<table>
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</tbody>
</table>

- **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Jul 29**
- **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

## July 17 - July 23, 2016

<table>
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</tbody>
</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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</table>

**Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Jul 29**

**Mini-6 Course Drop. Pass/Fail Grade Deadline; Assign W Grade Dropping After This Date**

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

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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, ...

<table>
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</tbody>
</table>

**Tuesday, August 9**

- **Session All, Session Two & Mini-6 Final Grades Due by 4 p.m.**

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

### August 7-13 Actions

- **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
- **Report Fall Forfeits & Deferred Students** - Due Sep 4
- **Clear Waitlists by Add Deadline** - Sep 9
- **Finalize Student Registration by Add Deadline** - Sep 14

### Classroom Furniture Count/Sweep

- **Waitlist Tagup Notification to Students**

### Missing Grade Report for Summer
<table>
<thead>
<tr>
<th>Sunday</th>
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<tbody>
<tr>
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<td>18</td>
<td>Fall SOC -- DNM &amp; Instructors Update Deadline</td>
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- **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
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- Green = Tuition/Billing
- Pink = Report Distribution
## Department Calendar

### August 21 - August 27...

<table>
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</table>

- **August 21**: Review/Certify August Graduating Students (ALL) - Due Aug 26
- **August 26**: August Diploma Certification Deadline Including Honors and Doctorate

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<td>Flag Final Exams - Due Sep 1</td>
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<tbody>
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<td>Report Fall Forfeits &amp; Deferred Students - Due Sep 4</td>
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<td>Review &amp; Flag Fall Final Exams - Due Sep 4</td>
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<td>Finalize Student Registration by Add Deadline - Sep 14</td>
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<tbody>
<tr>
<td>27</td>
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<td></td>
<td>Build Upcoming Spring Schedule of Classes - Due Sep 23</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
## Department Calendar

**August 28 - September 3**

<table>
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</table>

- **Flag Final Exams - Due Sep 1**
- **Fall Final Exam Report Deadline**
- **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
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<table>
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- **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 11 - September 17

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

11 **Review Fall Verification Report - Due Sep 22**

17 **Build Upcoming Spring Schedule of Classes - Due Sep 23**
## September 18 - September 24

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

**Review Fall Verification Report - Due Sep 22**

**Fall Student Academic Code Change Deadline**

**Build Upcoming Spring Schedule of Classes - Due Sep 23**

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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

## September 25 - October...

<table>
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<tr>
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**Legend:**
- Grey/Purple = Official Calendar Dates
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- Blue = URO Action
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