

August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
	Fall ID Cards Available					
	Fall Photo Rosters Available					
Update Fall Schedule of Classes for Does Not Meet (DNM) rooms & Instructors - Due Aug 21						
Review & Process Fall Waitlists on ORWL - Due by Start of Classes						
9	10	11	12	13	14	15
Update Fall Schedule of Classes for Does Not Meet (DNM) rooms & Instructors - Due Aug 21						
Review & Process Fall Waitlists on ORWL - Due by Start of Classes						
	Classroom Furniture Count/Sweep				Fall Student Waitlist Tag-ups - Due by Start of Classes	
	Failed PreRequisite Report for Fall				Fall Semester Payment Due	Intl UG student orientation
16	17	18	19	20	21	22
Update Fall Schedule of Classes for Does Not Meet (DNM) rooms & Instructors - Due Aug 21					Fall SOC -- DNM & Instructors Update Deadline	
Review & Process Fall Waitlists on ORWL - Due by Start of Classes						
Fall Student Waitlist Tag-ups - Due by Start of Classes						
Review & Flag Fall Final Exams on RSU2 - Due Sep 3						
Create Spring Schedule of Classes - Due Sep 28						

August 2009 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
Review & Flag Fall Final Exams on RSU2 - Due Sep 3						
Create Spring Schedule of Classes - Due Sep 28						
Report Fall forfeits-deferred students by 10th Day of Class						
Fall Student Waitlist Tag-ups - Due by Start of Classes	Fall Student Waitlist Tag-up Deadline	Waitlist Purge of Students who did not Tag Up			Mini-1 Course Add Deadline w/out Dean's Permission	
Fall Purge of Students who did not Tag Up	Semester & Mini-1 Classes Begin				Mini-1 Course Audit Grade	
					Mini-1 Course Drop Deadline to Receive Tuition Adjustment	
30	31					
	Summer Dean's List Report Available					
	AGOL August Diploma Certification Deadline Including College & University Honors					
Review & Flag Fall Final Exams on RSU2 - Due Sep 3						
Report Fall forfeits-deferred students by 10th Day						
Create Spring Schedule of Classes - Due Sep 28						

September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
					10th Day of Classes	
					Fall Final Exam Report Deadline	
		Review & Flag Fall Final Exams on RSU2 - Due Sep 3				
		Report Fall forfeits-deferred students by 10th Day of Class				
		Create Spring Schedule of Classes - Due Sep 28				
					Semester Course Add Deadline w/o Dean's Permission	
					Semester Course Audit Grade Option Deadline	
					Semester Course Drop Deadline to Receive Tuition Adjustment	

September 2009 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	11	12
	Labor Day: No Classes	Tuition Adjustments Display on Student Account	Fall 2009 Late Fee Charges Begin (tentative)	Students not carrying		
Review Fall Program Codes - Due Sep 18						
Flag UCA Mini-1 Course Assessments on RSU2 - Due Sep 30						
Create Spring Schedule of Classes - Due Sep 28						
	Mini-1 Course Add Deadline w/out Dean's Permission		DARN Meeting 1 - 2:30p.m. -- UC Connan			
	Mini-1 Course Audit Grade Option Deadline					
	Mini-1 Course Drop Deadline to Receive Tuition Adjustment					
13	14	15	16	17	18	19
Review Fall Program Codes - Due Sep 18					Fall Program Code Changes Deadline	
Create Spring Schedule of Classes - Due Sep 28						
Flag UCA Mini-1 Course Assessments on RSU2 - Due Sep 30						
20	21	22	23	24	25	26
Create Spring Schedule of Classes - Due Sep 28						
Flag UCA Mini-1 Course Assessments on RSU2 - Due Sep 30						
			Mini-1 Course Drop and Pass/Fail Grade Option Deadline		Update Spring OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Oct 23	

September 2009 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30			
	Spring Schedule of Classes Deadline		UCA Fall Mini-1 Flag Deadline			
Flag UCA Mini-1 Course Assessments on RSU2 - Due Sep 30						
	Fall Final Exams Posted (tentative)		August 2009 Internal Certification Deadline - all M09 Potential status on AGOL move to exptd grad date of Dec 09			
Update Spring OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Oct 23						
			Ph.D. Defense Date to Receive 100% Tuition Adjustment			

October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Update Spring OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Oct		
					NEW Academic Program Requests for Spring Deadline	
4	5	6	7	8	9	10
Update Spring OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Oct 23						
	September ENAN Report Distributed		DARN Meeting 10 - 11:30 a.m. -- UC Rangos 1		Family Weekend	
				International Festival		
	Mini-1 University Course Assessments					

October 2009 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
				Leave of Absence Report Distributed for Andrew Accounts and Return Review		
Update Spring OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Oct 23						
Family Weekend	Mini-1 Last Day of Classes	No Graduate Mini-1 Course Meetings (Reading Period) except TPR & HNZ evening classes			Non-Pittsburgh Locations - Spring Schedule Deadline	
	Mini-1 Course Drop Deadline to Receive Withdrawl Grade				Mid-Term Dept Grade Reports Request Deadline	
		No Undergraduate Mini-1 Course Meetings (Reading Day)			ABD Defense Date to Receive 50% Tuition Adjustment	
					Mid-Semester Break: No Classes	
					Undergrad Mini-1 Exam Day	
			Graduate Mini-1 Exam days			

October 2009 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20	21	22	23	24
Update Spring OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Oct 23					Mini-2 Course Add Deadline w/out Dean's Permission	
Departments Review/Resolve TBD Rooms/submit SOC changes - Due Oct 23					Spring SOC Publication Deadline	
Spring 2010 Student Records are created in SIS						
	Semester Mid-Term Grades Due by 9pm		Mini-1 Final Grades Due by 6 pm	Mid-Term Grade Reports Available for Pre-Requestors at Noon	Mini-2 Course Audit Grade	
					Mini-2 Course Add Deadline w/out Dean's Permission	
					Mini-2 Course Drop Deadline to Receive Tuition Adjustment	
					Mini-2 Course Audit Grade Option Deadline	
					Mini-2 Course Drop Deadline to Receive Tuition Adjustment	
25	26	27	28	29	30	31
Review/Send Spring Program Code Changes - Due Nov 6						
Continue Updating Spring OLR screens: OLRR-OPR1-OMSG-ORSD - Due Nov 15						
Check Max Sizes for Cross-Listed Courses- Due Nov 15						
Review & Flag UCA Semester & Mini-2 courses - Due Nov 17						
	Spring Schedule of Classes Posted			Homecoming		

November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Check Max Sizes for Cross-Listed Courses- Due Nov 15						
	Spring Graduate Admissions GDS1 Screen Opens			ABD Defense Date to Receive 25% Tuition Adjustment	Spring Program Code Change Deadline	
	Sem. Course Drop & Pass/Fail Grade Option Deadline				October ENAN Report Distributed	
Review/Send Spring Program Code Changes - Due Nov 6						
Continue Updating Spring OLR screens: OLRR-OPR1-OMSG-ORSD - Due Nov 15						
Review & Flag UCA Semester & Mini-2 courses - Due Nov 17						
Homecoming						
8	9	10	11	12	13	14
Check Max Sizes for Cross-Listed Courses- Due Nov 15						
Continue Updating Spring OLR screens: OLRR-OPR1-OMSG-ORSD - Due Nov 15						
Review & Flag UCA Semester & Mini-2 courses - Due Nov 17						
			Veterans Day			
			DARN Meeting 1- 2:30p.m. -- UC Rangos 2			
15	16	17	18	19	20	21
Review & Flag UCA Semester & Mini-2 courses - Due Nov 17		UCA Semester & Mini-2 Flag Deadline				
Spring OLR Screen Deadline		Mini-2 Course Drop and Pass/Fail Grade Option Deadline				
Spring 2009 Registration Week						

November 2009 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
Review December Diploma Candidates on AGOL thru Dec 17 -Register students if continuing in Spring!						
Spring Tuition Begins (tentative)						
Semester & Mini-2 University Course Assessments						
Thanksgiving Break: No Classes						
29	30					
Review December Diploma Candidates on AGOL thru Dec 17 -Register students if continuing in						
Semester & Mini-2 University Course Assessments						

December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Review December Diploma Candidates on AGOL thru Dec 17 -Register students if continuing in Spring!				
			DARN Meeting 1:00-2:30p.m. UC Rangos 1		Spring Student Waitlist Tag-ups --Due by Start of Spring Classes	
					November ENAN Report Distributed	
		SpaceQuest Spring Reservations on Hold				
		Spring Bills Produced (tentative)			Sem. & Mini-2 Course Drop Deadline to Receive Withdrawal	Final Semester Egrades Turn On at 8 a.m.
					Semester & Mini-2 Last Day of Classes	
		Semester & Mini-2 University Course Assessments				
6	7	8	9	10	11	12
Review December Diploma Candidates on AGOL thru Dec 17 -Register students if continuing in Spring!						
Spring Student Waitlist Tag-ups --Due by Start of Spring Classes						
Create Summer Schedule of Classes - Due Jan 29						
Fall Final Egrades - Grades/OPA are NOT final until Dec 18						
SpaceQuest Spring Reservations on Hold						
	Final Examinations		Reading Day except TPR & HNZ/ISM		Final Examinations	
Semester & Mini-2 University Course Assessments						

December 2009 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14	15	16	17	18	19
	Final Grade Department Report Request Deadline		Change Incomplete Grade to Default Grade for Spring & Summer 09		Final Grades DUE by 6pm	
Review December Diploma Candidates on AGOL thru Dec 17 -Register students if continuing in Spring				Certify December Diplomas on AGOL /Honors - Due Jan 15 - Register students if continuing in Spring		
Spring Student Waitlist Tag-ups --Due by Start of Spring Classes						
Create Summer Schedule of Classes - Due Jan 29						
Fall Final Egrades - Grades/QPA are NOT final until Dec 18					Transcripts/Verifications are held until final grades and/or degrees are posted	
SpaceQuest Spring Reservations on Hold						
	Final Examinations					
20	21	22	23	24	25	26
	Departments Must Submit Missing/Change of Grade Forms for late, missing or change of grades	Missing Grade Report for Fall				
	Final Grade Reports Available for Pre-Requestors at Noon					
Review & Process Spring Waitlists on ORWL before the start of classes						
Update Spring Schedule of Classes for Does Not Meet (DNM) rooms & Instructors - Due Jan 9						
Spring Student Waitlist Tag-ups --Due by Start of Spring Classes						
Certify December Diplomas on AGOL /Honors - Due Jan 15 - Register students if continuing in Spring						
Create Summer Schedule of Classes - Due Jan 29						
Transcripts/Verifications are held until final grades and/or degrees are posted						
SpaceQuest Spring Reservations on Hold						

December 2009 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31		
Certify December Diplomas on AGOL /Honors - Due Jan 15 - Register students if continuing in Spring						
Review & Process Spring Waitlists on ORWL before the start of classes						
Spring Student Waitlist Tag-ups --Due by Start of Spring Classes						
Update Spring Schedule of Classes for Does Not Meet (DNM) rooms & Instructors - Due Jan 9						
Create Summer Schedule of Classes - Due Jan 29						
Transcripts/Verifications are held until final grades and/or degrees are posted						
SpaceQuest Spring Reservations on Hold						

January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
					1	2			
					Certify December Diplomas on AGOL /Honors -				
					Review & Process Spring Waitlists on ORWL before				
					Spring Student Waitlist Tag-ups --Due by Start of				
					Update Spring Schedule of Classes for Does Not				
					Create Summer Schedule of Classes - Due Jan 29				
					Transcripts/Verifications are held until final grades				
					SpaceQuest Spring Reservations on Hold				
3	4	5	6	7	8	9			
Certify December Diplomas on AGOL /Honors - Due Jan 15 - Register students if continuing in Spring									
Review & Process Spring Waitlists on ORWL before the start of classes									
Update Spring Schedule of Classes for Does Not Meet (DNM) rooms & Instructors - Due Jan 9									
Spring Student Waitlist Tag-ups --Due by Start of Spring Classes									
Review & Flag Fall Final Exams on RSU2 - Due Jan 22									
Create Summer Schedule of Classes - Due Jan 29									
Post Spring Academic Actions in SIS									
Submit Spring Drops/Suspensions to Enrollment Services									
Spring Semester Payment Due		Final Fall ENAN Report Distributed		DARN Meeting 1:00-2:30p.m. UC Rangos 2					
Failed PreRequisite Report for Spring Distributed							Dean's List Report Available		
							QPA Ranks Reports Available		
Transcripts/Verifications are held until final grades and/or degrees are posted									
SpaceQuest Spring Reservations on Hold									

January 2010 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16
Certify December Diplomas on AGOL /Honors - Due Jan 15 - Register students if continuing in Spring					AGOL December Certification including College & University	
Review & Flag Fall Final Exams on RSU2 - Due Jan 22						
Create Summer Schedule of Classes - Due Jan 29						
Create Fall Schedule of Classes - Due Feb 27						
Spring Student Waitlist Tag-ups --Due by Start of Spring Classes	Students not carrying 36 units Report	Spring Purge of Students who did not Tag Up			Mini-3 Course Audit Grade Option Deadline	
	Spring Waitlist Tag-Up DEADLINE				Mini-3 Course Add Deadline w/out Dean's Permission	
	Semester & Mini-3 Classes				Mini-3 Course Drop Deadline to Receive Tuition Adjustment	
17	18	19	20	21	22	23
Review & Flag Fall Final Exams on RSU2 - Due Jan 22					Spring Final Exam Report Due	
Create Summer Schedule of Classes - Due Jan 29						
Create Fall Schedule of Classes - Due Feb 27						
	Martin Luther King, Jr. Day: No Classes After 12:30pm	Semester Course Drop Deadline to Receive Tuition Adjustment			10th Day of Classes	
		Semester Course Audit Grade Option Deadline				
		Semester Course Add Deadline w/o Dean's Permission				

January 2010 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
Create Summer Schedule of Classes - Due Jan 29					Summer Schedule of Classes Deadline	
Review/Send Spring Program Code Change Form - Due Feb 6						
Create Fall Schedule of Classes - Due Feb 27						
		Late Fee Charges Begin (tentative)				
		Tuition Adjustment Visible on Student				
31						
Review/Send Spring						
Review/Flag May &						
Flag UCA Mini-3 Course						
Create Fall Schedule of						
PhD Defense 100% Tuition Adjustment						

February 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Review/Send Spring Program Code Change Form - Due Feb 6				Spring Program Code Verification Deadline	
	Review/Flag May & August Diploma Candidates on AGOL for Sevis Reporting - Due Feb 11					
	Flag UCA Mini-3 Course Assessments - Due Feb 17					
	Create Fall Schedule of Classes - Due Feb 27					
	Review College & University Honors on AGOL - Due Mar 12					
	December 2009 Internal Certification Deadline - all F09 Progress/Potential status on AGOL move to exptd grad date of S10		January ENAN Report Distributed			
7	8	9	10	11	12	13
	Review/Flag May & August Diploma Candidates on AGOL for Sevis Reporting - Due Feb 11				Sevis S10 Expected Graduation Deadline	
	Flag UCA Mini-3 Course Assessments - Due Feb 17					
	Create Fall Schedule of Classes - Due Feb 27					
	Spring Final Exams				Non-Pittsburgh Locations - Summer Schedule Deadline	
	Review College & University Honors on AGOL - Due Mar 12					
	Mini-3 Course Drop and Pass/Fail Grade Option Deadline		DARN Meeting 10-11:30 UC Rangos2			

February 2010 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15	16	17	18	19	20
Flag UCA Mini-3 Course Assessments - Due Feb 17			UCA Spring Mini-3 Flag			
Create Fall Schedule of Classes - Due Feb 27						
Review College & University Honors on AGOL - Due Mar 12						
Review/Flag May & August Diploma Candidates on AGOL for Diploma Order - Due Mar 29						
	Presidents Day					
21	22	23	24	25	26	27
Create Fall Schedule of Classes - Due Feb 27					Fall Schedule of Classes Deadline	
Review College & University Honors on AGOL - Due Mar 12						
Review/Flag May & August Diploma Candidates on AGOL for Diploma Order - Due Mar 29						
Begin Collection of Next Fiscal Year Tuition Rates -- Due April 1					Mini-3 Course Drop Deadline to Receive Withdrawl Grade	
					Mini-3 Last Day of Classes (TPR Only)	
Mini-3 University Course Assessments						
28						
Review/Flag May &						
Review College &						

March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
Request Grade Reports to egrades - Due Mar 8						
Review/Flag May & August Diploma Candidates on AGOL for Diploma Order - Due Mar 29						
Review College & University Honors on AGOL - Due Mar 12						
	Summer Schedule of Classes Posted	Egrades Turn on at 8 a.m.	DARN Meeting 10-11:30 UC Rangos 2		Ph.D. Defense 50% Tuition Adjustment	
	Mini-3 Course Drop Deadline to Receive Withdrawl Grade		February ENAN Distributed		Mid-Semester Break: No Classes	
	Mini-3 Last Day of Classes	No Undergrad Mini-3 Course Meetings (Reading Period)			Undergrad Mini-3 Exam Day	
	Graduate Mini-3 Exam Days					
7	8	9	10	11	12	13
Request Grade Reports to egrades - Due Mar 8	Review College & University Honors on AGOL - Due Mar 12				AGOL Deadline to enter College/University Honors based on 7th semester	
Review/Flag May & August Diploma Candidates on AGOL for Diploma Order - Due Mar 29						
	Mid-Term Dept Grade Reports Requests Deadline		Mini-3 Grades Due by 6 p.m.	Mid-Term Grade Reports Available for Pre-Requestors at Noon		
	Semester Mid-Term Grades Due by 9pm					
Classroom Inspections						
Spring Break: No Classes						

March 2010 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15	16	17	18	19	20
Review/Flag May & August Diploma Candidates on AGOL for Diploma Order - Due Mar 29						
	<div style="border: 1px solid black; background-color: #FFDADA; padding: 2px;">Leave of Absence Report for Andrew Account and Return Review</div> <div style="border: 1px solid black; background-color: #D3D3D3; padding: 2px; margin-top: 5px;">Mini-4 Classes Begin</div>	<div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px;">Summer Records are created in SIS</div>	<div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px;">Summer & Fall Graduate Admissions GDS1 Screen Opens -- Use M10</div> <div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px; margin-top: 5px;">Fall Graduate Admissions GDS1 Screen Opens</div> <div style="border: 1px solid black; background-color: #FF00FF; padding: 2px; margin-top: 5px;">Check CBB1 for all NEW students BEFORE adding the student</div>		<div style="border: 1px solid black; background-color: #FF0000; color: black; padding: 2px;">GOL Deadline for May graduating students to verify their diploma</div> <div style="border: 1px solid black; background-color: #FF0000; color: black; padding: 2px; margin-top: 5px;">Non-Pittsburgh Locations -- Fall Schedule Deadline</div> <div style="border: 1px solid black; background-color: #D3D3D3; padding: 2px; margin-top: 5px;">Mini-4 Course Add Deadline w/out Dean's Permission</div> <div style="border: 1px solid black; background-color: #D3D3D3; padding: 2px; margin-top: 5px;">Mini-4 Course Audit Grade</div> <div style="border: 1px solid black; background-color: #D3D3D3; padding: 2px; margin-top: 5px;">Mini-4 Course Drop Deadline to Receive Tuition Adjustment</div>	
21	22	23	24	25	26	27
Review/Flag May & August Diploma Candidates on AGOL for Diploma Order - Due Mar 29						
	Update Summer OLR Screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions - Due Apr 11			<div style="border: 1px solid black; background-color: #00FF00; padding: 2px;">Ph.D. Defense -- 25% Tuition</div>		

March 2010 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31			
Review/Flag May & August Diploma Candidates on AGOL for Diploma Order - Due Mar 29		AGOL May Diploma Order Deadline				
Update Summer OLR Screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions - Due Apr 11						
Review/Flag Semester & Mini-4 University Course Assessments - Due Apr 14						
Update Fall OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Apr 14						
Check Max Sizes for Cross-listed Courses - Due April 18						
New Academic Program Requests for Fall Deadline						
Fall Schedule of Classes Posted						
Mini-4 Course Drop & Pass/Fail Grade Option Deadline; Assign W Grade						
Sem. Course Drop & Pass/Fail Grade Option Deadline						

April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Update Summer OLR Screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions		
				Review/Flag Semester & Mini-4 University Course Assessments - Due Apr 14		
				Update Fall OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Apr 18		
				Check Max Sizes for Cross-listed Courses - Due April 18		
				May Commencement Cap & Gown Order Deadline		
				Next Fiscal Year Tuition Rates DUE		
				May Diplomas Ordered		
4	5	6	7	8	9	10
					Fall Program Code Change Form	
Check Max Sizes for Cross-listed Courses - Due April 18						
Update Summer OLR Screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions - Due Apr 11						
Review/Flag Semester & Mini-4 University Course Assessments - Due Apr 14						
Update Fall OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Apr 18						
	Review/flag May and August graduation candidates - be sure to register the student if continuing for Summer/Fal					
	March ENAN Distributed					

April 2010 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
Review/Flag Semester & Mini-4 University Course Assessments - Due Apr 14			UCA Semester & Mini-4 Flag Deadline			
Summer OLR Screen						
Check Max Sizes for Cross-listed Courses - Due April 18						
Update Fall OLR screens: OLRR-OPR1-OMSG-ORSD/ASOC descriptions- Due Apr 18						
Review/flag May and August graduation candidates - be sure to register the student if continuing for Summer/Fal						
	Summer 2010 Registration begins		DARN Meeting 1:00-2:30 UC Connan		Spring Carnival: No Classes	
18	19	20	21	22	23	24
Fall OLR Screen			Review/flag May and August graduation candidates - be sure to register the student if continuing for Summer/Fal			Commencement Program Proof Deadline - update AGOL as best as possible
Fall 2010 Registration Week						
Semester & Mini-4 University Course Assessment						
25	26	27	28	29	30	
AGOL turned off til May 7 (manually track degree changes til May 6) - Be sure to register students who are continuing for another degree						
Summer Tuition Begins					Sem. & Mini-4 Course Drop Deadline to Receive Withdrawl Grade	
						Semester & Mini-4 Last Day of Classes

May 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 AGOL turned off til May 7 (manually track degree) Spring Final E-grades turned on @ 8 a.m.
2	3	4	5	6	7	8
AGOL turned off til May 7 (manually track degree changes til May 6) - Be sure to register students who are continuing for another degree				Commencement FINAL proof Due at 3 p.m.		
Review and Submit Summer Program Code Changes (including GRR and INT) - Due May 12						
Update Summer Schedule of Classes for Does Not Meet (DNM) rooms & Instructors - Due May 15						
Spring Final E-grades turned on @ 8 a.m.						
	Commencement Program Review at Alumni House		May Diplomas Delivered to Depts			
	Final Examinations		April ENAN Distributed		AGOL turned back on	
			Reading Day (except TPR)		Final Examinations	
9	10	11	12	13	14	15
Review and Submit Summer Program Code Changes (including GRR and INT) - Due May 12			Summer Program Code Changes	Graduating Students' Final Grades DUE by	Review/Certify May Diplomas on AGOL - Due May 15	
Update Summer Schedule of Classes for Does Not Meet (DNM) rooms & Instructors - Due May 15						
Requests for Final Grade Reports to egrades due: May 18						
Spring Final E-grades turned on @ 8 a.m.						
May Diplomas Delivered to Depts						
	Final Examinations					
				Fall UG Admissions Interface Populates SIS		Transcripts/Verifications are held until final grades and/or degrees are posted
				Graduating Student Grade Reports Available		College Honors (10 AM) and Doctor's Hooding (8PM) ceremonies

May 2010 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16	17	18	19	20	21	22
Requests for Final Grade Reports to egrades due:		Final Dept Grade Reports Requests	Departments Must Submit Missing/Change of Grade Forms for late, missing or change of grades			
		All Final Grades due by 4pm				
Review/Certify May Diplomas on AGOL - Due May 28 -- be sure to register students continuing for summer or fall studies						
COMMENCEMENT!	Return All Diplomas & Report to University Registrar's Office					
Spring Final E-grades turned on @ 8 a.m.			DARN Meeting 1:00-2:30p.m. UC Connan	Missing Grade Report for Spring Distributed	Final Spring Student Grade Reports Available for Requestors @ Noon	
Transcripts/Verifications are held until final grades and/or degrees are posted						
	Summer One and All Classes Begin		Change Incomplete Grade to Default Grade for Fall 2009		Summer One Drop Deadline for Tuition Adjustment	
					Summer One Audit Grade Option Deadline	
					Summer One Course Add Deadline	
23	24	25	26	27	28	29
Review/Certify May Diplomas on AGOL - Due May 28 -- be sure to register students continuing for summer or fall studies					AGOL May Certification Deadline	
Return All Diplomas & Report to University Registrar's Office						
Transcripts/Verifications are held until final grades and/or degrees are posted						
	Dean's List Reports Available		QPA Rank Reports Available		Summer All Course Drop Deadline to Receive Tuition	
					Summer All Audit Grade	
					Summer All Course Add Deadline without Dean's	

May 2010 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 Tuition Adjustment Visible on Student Memorial Day Observed; No Classes; University Offices Closed					

June 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
Review Fall Student Registrations: Students Must Be Registered BEFORE Aid is Disbursed						
				May Enan Distributed		
6	7	8	9	10	11	12
Post Spring Academic Actions in SIS						
Flag UCA Summer One Course Assessments - Due Jun 16						
Review Fall Student Registrations: Students Must Be Registered BEFORE Aid is Disbursed						
Failed PreRequisite Report for Fall		DARN Meeting 10-11:30a.m. UC Connan		OPA Class Ranks Distributed		
13	14	15	16	17	18	19
Flag UCA Summer One Course Assessments - Due Jun 16			UCA Summer One Flag Deadline	PhD Defense 100% Tuition Adjustment		
Review Fall Student Registrations: Students Must Be Registered BEFORE Aid is Disbursed						
Post Spring Academic Actions in SIS						
Submit Fall Drops/Suspensions to URO						
Summer One Course Drop or Pass/Fail Grade Deadline; Assign Withdrawal Grade for Course Dropping After this ...						
20	21	22	23	24	25	26
Review Fall Student Registrations: Students Must Be Registered BEFORE Aid is Disbursed						
Submit Fall Drops/Suspensions to URO						
Post Spring Academic Actions in SIS						
				Summer One Course Drop Deadline to Receive W Grade	E-Grades Turns ON at 8 a.m.	
				Summer One Last Day of	Summer One Final Exams	
Summer One University Course Assessments						

June 2010 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30			
Review Fall Student Registrations: Students Must Be Registered BEFORE Aid is Disbursec						
	PhD Defense 50% Tuition Adjustment	Summer One and Mini-5 Final Grades	May 2009 Internal Certification Deadline - all S10 In Progress/Potential status on AGOL move to exptd grad date of M10			
E-Grades Turns ON at 8 a.m.						
	Summer Two Classes Begin					

July 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 2 Summer Two Drop Deadline to Receive Tuition Adjustment Summer Two Audit Grade Option Deadline Summer Two Course Add Deadline without Dean's	3
4	5 Independence Day Observed; No Classes	6 Tuition Adjustment Visible on Student Summer All Course Drop or Pass/Fail Grade Deadline; Assign W Grade for Course Dropping after this date	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Flag UCA Summer Two/All Course Assessments - Due July 28						
Student Academic Program Review -- Due July 30						
			Summer Two Course Drop or Pass/Fail Deadline; Assign W grade for dropping after this date	PhD Defense 25% Tuition Adjustment		

July 2010 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
Flag UCA Summer Two/All Course Assessments - Due July 28			UCA Summer Two & All Flag Deadline		Student Academic Program Review and yadda yadda yadda	
Student Academic Program Review -- Due July 30						

August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
				Summer Two/All Course Drop Deadline to Receive W grade Summer Two/All Last Day of Classes	E-Grades Turns ON at 8 a.m.	
	Summer All & Two University Course Assessments				Summer Two/All Final Exams	
8	9	10	11	12	13	14
E-Grades Turns ON at 8 a.m.		Summer Two/All & Mini-6 Final Grades	Departments Must Submit Missing/Change of Grade Forms for late, missing or change of grades		Missing Grade Report for Summer	
	Classroom Furniture Cleanup					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
Freshman Orientation						

August 2010 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Freshman Orientation	30	31				