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</table>

- **Sunday, October 1, 2017**
  - Review/Flag FCE Mini-1 Flags - Due Oct 5

- **Tuesday, October 3, 2017**
  - Review Course Grade Options for Mid-Semester/Mini-1 Grading Period - Due Oct 13

- **Friday, October 6, 2017**
  - Set Spring Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC- Due Oct 20

**Legend:**
- 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

October 8 - October 14, 2017

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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, CeDiplomas available (estimated)

Mini-1 Faculty Course Evaluations
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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

Mini-1 Faculty Course Evaluations

Graduate Mini-1 Exam Days

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

Spring Course Pre-req/ Co-reqs, Reservation, Descriptions & Instructors Deadline

Mid-Semester Break; Undergraduate Mini-1 Exam Day

Review Spring Verification Report v.1 - Due Nov 8

No Undergraduate Mini-1 Course Meetings (Reading Period)

Legend:
- Grey/Purple = Official Calendar Dates
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- Blue = URO Action
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# October 22 - October 28, 2017

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<tr>
<td>Mid-Semester Grades DUE by 4 pm</td>
<td>Review/Update Spring Course Pre-reqs, Co-reqs &amp; Reservations, &amp; Max Sizes for Cross-Listed Courses for Registration Week- Due Nov 6</td>
<td>Create Spring Time Assignments</td>
<td>Review Spring Verification Report v. 1 - Due Nov 8</td>
<td>Mini-2 Course Drop Deadline to Receive Tuition Adjustment (except TSB-HC)</td>
<td>Mini-2 Course Audit Grade Option Deadline (except TSB-HC)</td>
<td>Mini-2 Course Add Deadline w/o Dean's Permission (except TSB-HC)</td>
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</tbody>
</table>

## Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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## October 29 - November 4, 2017

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</table>

- **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**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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## November 5 - November 10, 2017

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### Action Items

- **November 5 - November 10, 2017**
  - **S**: Review Spring Verification Report v.1 - Due Nov 8
  - **S**: Review/Update Spring Course Pre-reqs, Co-reqs & Reservations, & Max Sizes for Cross-Listed Courses for Registration Week- Due Nov 6
  - **S**: Student Academic Code Change Deadline
  - **S**: Semester Course Drop & Pass/Fail Option Deadline: Assign W Grade for Courses Dropping After this Date (except TSB)
  - **S**: DARN Meeting 10 a.m. UC Rangos 1

### Official Calendar Dates

- **Veterans Day**

### Legend:

- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
**November 12 - November 18, 2017**

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

**Spring Registration Week**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution
### November 19 - November 25, 2017

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

**Key Dates:**
- **November 19 - November 25, 2017**
- **Sunday, November 19:** Review & Flag FCE Semester & Mini-2 courses - Due Nov 21
- **Tuesday, November 21:** FCE Semester & Mini-2 Flag Deadline
- **Friday, November 24:** Spring Tuition Assessed
- **Saturday, November 25:** Thanksgiving Break: No Classes

**Notes:**
- Mini-2 Course Drop - Pass/Fail Option Deadline; Assign W Grade for Courses Dropping After this Date (except TSB)
- Review December Diploma Candidates thru Dec 20 - Register students if continuing in Spring!
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### November 26 - December 2, 2017

- **Review December Diploma Candidates thru Dec 20 - Register students if continuing in Spring!**
- **Semester & Mini-2 Faculty Course Evaluations**
- **Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration**

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
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- Pink = Report Distribution
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- **December 3 - December 9, 2017**
- **Legend:**
  - Grey/Purple = Official Calendar Dates
  - Red = Deadlines
  - Blue = URO Action
  - Yellow = Action Items
  - Green = Tuition/Billing
  - Pink = Report Distribution

### 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 TSB)
- Semester & Mini-2 Course Drop Deadline for W grade (except TSB)
**December 10 - December 16, 2017**

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**Legend:**

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- Pink = Report Distribution
### December 17 - December 23, 2017

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<td>Review December Diploma Candidates thru Dec 20 - Register students if continuing in Spring!</td>
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**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

<table>
<thead>
<tr>
<th>Semester &amp; Mini-2 Faculty Course Evaluations</th>
<th>Final Examinations</th>
<th>Change Spring/Summer 2017 I to Default Grade</th>
<th>PCHE Grades Expected to be Received from Host Institutions</th>
<th>Fall 2017 FCE Results are Available</th>
<th>Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration</th>
<th>Missing Grade Report for Fall</th>
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</thead>
</table>

**Note:**
- Final Examinations
- Final Make-Up Examinations
- Classroom Furniture Count/Sweep
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**December 24 - December 30, 2017**

**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**

**Action Items**

- **Review Spring Verification Report v.2**: Due Jan 10
- **Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors (Required)**: Due Jan 12
- **Certify Diplomas for December**: Due Jan 12 - Register students if continuing in Spring!
- **Build Summer Schedule of Classes**: Due Jan 22
- **Finalize Student Registration by Add Deadline**: Due Jan 29
- **Departments Clear Waitlists by Add Deadline**: Due Jan 29
- **Winter Holiday; Offices closed**
- **Fall Academic Actions Posted**

**Official Calendar Dates**

- **December 24 - December 30, 2017**

- **Monday, December 25**
  - **Winter Holiday; Offices closed**

- **Tuesday, December 26**
  - **Build Summer Schedule of Classes**: Due Jan 22
  - **Finalize Student Registration by Add Deadline**: Due Jan 29

- **Wednesday, December 27**
  - **Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors (Required)**: Due Jan 12

- **Thursday, December 28**
  - **Certify Diplomas for December**: Due Jan 12 - Register students if continuing in Spring!

- **Friday, December 29**
  - **Review Spring Verification Report v.2**: Due Jan 10

- **Saturday, December 30**
  - **Fall Academic Actions Posted**
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</table>

- **Review Spring Verification Report v.2 - Due Jan 10**
- **Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors (Required) - Due Jan 12**
- **Certify Diplomas for December - Due Jan 12 - Register students if continuing in Spring!**
- **Build Summer Schedule of Classes - Due Jan 22**
- **Review Flag Spring Final Exams - Due Jan 22**
- **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**

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

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

#### Key Dates and Actions:
- **January 7 - January 13, 2018**
  - **January 8:**
    - Review Spring Verification Report v.2 - Due Jan 10
  - **January 9:**
    - Spring SACC Forms Deadline
  - **January 10:**
    - Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors (Required) - Due Jan 12
    - Certify Diplomas for December - Due Jan 12 - Register students if continuing in Spring!
  - **January 11:**
    - Campuses/Locations Submit 2018-19 Official Academic Calendars
  - **January 12:**
    - Build Summer Schedule of Classes - Due Jan 22
    - December Diploma Certification Deadline (including PhD)
  - **January 13:**
    - Fall Academic Actions Posted

#### Additional Notes:
- **January 10:**
  - **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**
### January 14 - January 20, 2018

<table>
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</tbody>
</table>

- **January 14 - January 20, 2018**
  - **Build Summer Schedule of Classes** - Due Jan 22
  - **Review & Flag Spring Final Exams** - Due Jan 22
  - **Finalize Student Registration by Add Deadline** - Due Jan 29
  - **Departments Clear Waitlists by Add Deadline** - Due Jan 29
  - **Associate Deans to Review AP/IB Credit** - Due Jan 31

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

#### Special Days:
- **Martin Luther King Day:** No Classes; Offices closed
- **Semester & Mini-3 Classes Begin**
- **December diplomas ordered (estimate)**
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**January 21 - January 27, 2018**

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<tbody>
<tr>
<td>Build Summer Schedule of Classes - Due Jan 22</td>
<td>Summer Schedule of Classes Deadline</td>
<td>Review/Flag Spring Final Exams - Due Jan 22</td>
<td>Spring Final Exam Report Deadline</td>
<td>Departments Clear Waitlists by Add Deadline - Due Jan 29</td>
<td>Finalize Student Registration by Add Deadline - Due Jan 29</td>
</tr>
</tbody>
</table>

**Important Dates:**
- Mini-3 Course Drop Deadline to Adjust Tuition (except TSB-HC)
- Graduation Management Available for May 2018
- Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 9
- Graduation Management Available for May 2018
Carnegie Mellon University
University Registrar's Office

Academic Department Calendar

Follows Official Academic Calendar
Revision Date: 10/27/17

January 28 - February 3, 2018

Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday
---|---|---|---|---|---|---
28 | 29 | 30 | 31 | 1 | 2 | 3

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

**Legend:**

<table>
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<td>Pink</td>
<td>Report Distribution</td>
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</table>

- **Finalize Student Registration by Add Deadline - Due Jan 29**
- **Associate Deans Update of AP/IB Credit Deadline - Due Jan 31**
- **Departments Clear Waitlists by Add Deadline - Due Jan 29**
- **Waitlist Tag-Up Deadline - Due Jan 29**
- **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**
- **Build Fall Schedule of Classes - Due Feb 26**
- **Associate Deans Update of AP/IB Credit Deadline**
- **SEVIS S18 Graduation Management: Update Expected Graduation Deadline**
- **Semester Course Drop Deadline for Tuition Adjustment (except TSB-HC)**
- **Semester Course Audit Grade Option Deadline**
- **Semester Course Add Deadline w/o Dean Permission**
- **Fall Not Certified Students Moved to Spring Expt’d Grad Date**
- **Waitlist Purge of Students Who Did Not Tag Up**
- **Administrative Withdrawal (W1) for Not Registered Students**
- **Publish Mini-3 Final Exam Schedule**
February 4 - February 10, 2018

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

- **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 of Academic Audit Files**

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

## February 11 - February 17, 2018

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<tr>
<th>Sunday</th>
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**February 11 - February 17, 2018**

- **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:
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**Legend:**
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## Carnival Planning Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>February 18</td>
<td>Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 22</td>
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<tr>
<td>March 23</td>
<td>Flag Gown/Cap - Due Mar 23</td>
</tr>
<tr>
<td>March 14</td>
<td>Review Summer Verification Report (including GRR &amp; INT) - Due Mar 14</td>
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<tr>
<td>December</td>
<td>Diplomas are Mailed to Students; CeDiplomas available (estimated)</td>
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</tbody>
</table>

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</table>

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

**Legend:**
- Grey/Purple = Official Calendar Dates
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## March 4 - March 10, 2018

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- **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

- **Tuesday, March 6**
  - **Mid-Semester / Mini-3 Grade Submission Available**

- **Wednesday, March 7**
  - **Mini-3 Faculty Course Evaluations**
  - Mini-3 Last Day of Classes
  - Graduate Mini-3 Exam Days

- **Thursday, March 8**
  - No Undergrad Mini-3 Course Meetings (Reading Period)
  - Undergraduate Mini-3 Exam Day

- **Friday, March 9**
  - Mid-Semester Break: No Classes (Mini-3 UG exams take place)

- **Monday, March 12**
  - 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 13**
  - Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23

- **Wednesday, March 14**
  - **Mid-Semester / Mini-3 Grade Submission Available**

- **Thursday, March 15**
  - **Mini-3 Faculty Course Evaluations**
  - Mini-3 Last Day of Classes
  - Graduate Mini-3 Exam Days

- **Friday, March 16**
  - No Undergrad Mini-3 Course Meetings (Reading Period)
  - Undergraduate Mini-3 Exam Day

- **Saturday, March 10**
  - Mid-Semester Break: No Classes (Mini-3 UG exams take place)
## Academic Department Calendar

**March 11 - March 17, 2018**

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<td></td>
<td>Review College &amp; University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 12</td>
<td>Mid-Semester Grades Due by 4 p.m.</td>
<td>Graduation Management Deadline for College - University Honors</td>
<td>Mini-3 Final Grades Due by 4 p.m.</td>
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<td>Review Summer Verification Report (including GRR &amp; INT) - Due Mar 14</td>
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<td>Summer SACC Forms Deadline</td>
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<td>Set Fall Course Pre-reqs, Co-reqs, Reservations, Description &amp; Instructors for SOC - Due March 23</td>
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<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>Classroom Inspections</td>
<td>Spring Break: No Classes</td>
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### Legend:
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**Legend:**
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**March 18 - March 24, 2018**

- **March 18**
  - Mini-4 Classes Begin

- **March 19**
  - Set Fall Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC- Due March 23

- **March 20**
  - Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23

- **March 21**
  - Summer Registration Opens

- **March 22**
  - Fall Schedule of Classes - Non Pittsburgh Location Deadline

- **March 23**
  - Graduation Fair (tentative)

- **March 24**
  - Graduation Fair (tentative)

- **Friday, March 23**
  - May Diploma Order Deadline

- **Friday, March 23**
  - Fall Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline

- **Friday, March 23**
  - Graduation Mgmt Turned Off for Diploma Order
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**March 25 - March 31, 2018**

- **25**
  - Fall Schedule of Classes Published
  - Fall Records are Created

- **26**
  - Review/Update Fall Course Pre-reqs, Co-reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 20

- **27**
  - Review Fall Verification Report v.1 - Due Apr 18

- **28**

- **29**

- **30**

- **31**
  - Spring Ph.D. Certification & 50% Tuition Adjustment

**Legend:**
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### April 1 - April 7, 2018

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- **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**

**Legend:**
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- **Graduation Management Turns On for Commencement Program**
- **Summer Tuition Assessed**
- **Stellc Degree Audit Rollout (tentative)**
- **Semester Course Drop & Pass-Fail Grade Option Deadline; Assign W Grade after this date**
# Academic Department Calendar

**April 8 - April 14, 2018**

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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**
- **DARN Meeting 10 a.m. CUC Rangos 2**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**

**Stellic Degree Audit Rollout (tentative)**

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**Legend:**
- Grey/Purple = Official Calendar Dates
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</table>

- Review/Flag Semester & Mini-4 FCE Flags - Due Apr 18
- Review Fall Verification Report v.1 - Due Apr 18
- FCE Semester & Mini-4 Flag Deadline
- Fall SACC Forms Deadline
- Add/Update Degrees for Continuing Students
- 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**

**Legend:**
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- Pink = Report Distribution

Carnival; No Classes (except TSB-HC)
## Academic Department Calendar

### April 22 - April 28, 2018

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

- **23**
  - Review Graduating Students for Diploma Re-order/Commencement Program - Due Apr 27

- **24**
  - Add/Update Degrees for Continuing Students

- **25**
  - Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31

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

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

- **28**
  - Stellic Degree Audit Rollout (tentative)
  - Fall Registration Week
  - Set Summer Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester

### Legend:
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**April 29 - May 5, 2018**

- **Stellic Degree Audit Rollout (tentative)**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Update Summer DNM Room & Instructors - Due May 11**
- **Graduation Mgmt remains off thru May 9 (manually track graduation changes for commencement program)**

**Final Semester Grade Submission Available**

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

**Semester & Mini-4 Course Drop Deadline to Receive W Grade**
May 6 - May 12, 2018

- **Monday, May 7**: Review Commencement Program Proof at Alumni House
- **Tuesday, May 8**: Update Summer DNM Room & Instructors - Due May 11
- **Wednesday, May 9**: Final Summer Verification Report - Due May 16
- **Thursday, May 10**: Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31
- **Friday, May 11**: Summer Schedule of Classes Does Not Meet (DNM) Rooms & Instructors Final Deadline
- **Saturday, May 12**: Graduation Management turned back ON to enter manual proof changes

**Legend:**
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*Graduation Mgmt remains off thru May 9 (manually track graduation changes for commencement program)*
# Academic Department Calendar

**May 13 - May 19, 2018**

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- **May 13 - May 19, 2018**
  - **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:
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- Pink = Report Distribution

- **Semester & Mini-4 Faculty Course Evaluations**
- **Final Examinations**
- **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**
**May 20 - May 26, 2018**

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<td>Final Grade Deadline by 4 pm for Non-Graduating students</td>
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*Legend:*
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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- Pink = Report Distribution

**Monday: 21 May**
- Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31

**Tuesday: 22 May**
- Final Grade Deadline by 4 pm for Non-Graduating students
- Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due June 1
- Spring 2018 FCE Results Available

**Wednesday: 23 May**
- Missing Grade Report for Spring Distributed
- QPA Class Rank Reports Available
- Dean’s List Available

**Thursday: 24 May**
- Session One & Mini-5 Add Deadline w/o Dean Permission & Audit Grade Deadline
- Session One & Mini-5 Course Drop Deadline for Tuition Adjustment

**Friday: 25 May**
- Session One & Mini-5 Add Deadline w/o Dean Permission & Audit Grade Deadline

**Saturday: 26 May**
- Commencement
- Begin Processing Fall PCHE Cross-Registration Requests
- Begin Session All, One & Mini-5 Classes
- Final Grade Deadline by 4 pm for Non-Graduating students
- Spring 2018 FCE Results Available
- QPA Class Rank Reports Available
- Dean’s List Available
- Session One & Mini-5 Add Deadline w/o Dean Permission & Audit Grade Deadline
## Academic Department Calendar

**May 27 - June 2, 2018**

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

**June 3 - June 9, 2018**

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</table>

- **Sunday, June 3**: Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31
- **Monday, June 4**: Set Summer/Fall Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on fall registration
- **Tuesday, June 5**: Fall Tuition Assessed
- **Wednesday, June 6**: Graduation Management turns ON for August Expected Graduates
- **Thursday, June 7**: Summer-All Administrative Withdrawal (W1) for Not Registered Students
- **Friday, June 8**: Session All Course Add Deadline w/o Dean's Permission & Audit Grade Deadline
- **Saturday, June 9**: Session All Course Drop Deadline to Receive Tuition Adjustment
- **Sunday, June 10**: Session All Audit Grade Option Deadline

---

**Follows Official Academic Calendar**

Revision Date: 10/27/17
June 10 - June 16, 2018

Legend:
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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 Rangos 3
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- **June 17 - June 23, 2018**

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

**Flag FCE Summer One Faculty Course Evaluations - Due Jun 21**

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

**DARN Meeting**

**FCE Summer One Flag Deadline**
## Academic Department Calendar

**June 24 - June 30, 2018**

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**Legend:**
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**Related Dates:**
- **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**
July 1 - July 7, 2018

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1. **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
2. **Session Two & Mini-6 Classes Begin**
3. **Independence Day; No Classes**
4. **Session One & Mini-5 Final Grades Due by 4 pm**
5. **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1**
6. **Summer-2/Mini-6 Administrative Withdrawal (W1) for Not Registered Students**
### Academic Department Calendar

**July 8 - July 14, 2018**

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**Legend:**
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- Pink = Report Distribution

**July 8 - July 14, 2018**

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

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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

CIT & DC & TSB-BA Freshmen Registration Day
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**July 22 - July 28, 2018**

- **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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- Pink = Report Distribution
July 29 - August 4, 2018

Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday
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29 | 30 | 31 | 1 | 2 | 3 | 4

- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **UG Catalog Edit Deadline**
- **Session All & Two FCE Flag Deadline**
- **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1**
- **Fall ID Cards Available**

Legend:
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**August 5 - August 11, 2018**

- **August 6, 2018**
  - Session All, Session Two & Mini-6 Faculty Course Evaluations
  - Session All, Session Two & Mini-6 Last Day of Classes (except MBA, Heinz)
  - Mini-6 Course Drop, Pass/Fail Grade Deadline; Assign W/Grade Dropping After This Date

- **August 10, 2018**
  - Summer All, Two & Mini-6 Grade Submission Available
### Academic Department Calendar

**August 12 - August 18, 2018**

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- **13th August**: Session All, Session Two & Mini-6 Final Grades Due by 4 p.m.
- **14th August**: Missing Grade Report for Summer
- **16th August**: Summer 2018 FCE Results Available

#### Legend:
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**Calendar Dates**
- August 12 - August 18, 2018

**Important Dates**
- Classroom Furniture Count/Sweep
- Waitlist Tagup Notification to Students
- DARN Meeting
- Final Grades Due by 4 p.m.

**Notes**
- Missing Grade Report for Summer
- Summer 2018 FCE Results Available

*Revision Date: 10/27/17*
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August 26 - September 1, 2018

Legend:
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