Academic Department Calendar

Revision Date: 09/27/18

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Report Fall Forfeits or Deferred Students - Due Aug 31 / **Fall ID Cards Available** / Finalize Student Registration by Add Deadline - Due Sep 10	**2**	**3**	**4**
5	**6** Update Fall Schedule of Classes for Does Not Meet (DNM) Rooms & Instructors (Required) - Due Aug 17	**7** DARN Meeting 10 am. CUC Rangos 2	**8**	**9** Review/Certify August Graduating Students (Bachelors & Honors) - Due Aug 17 / Review/Certify August Graduating Students (Doctorates & Masters) - Due Aug 24	**10** **Summer All, Two & Mini-6 Grade Submission Available**	**11**
Report Fall Forfeits or Deferred Students - Due Aug 31 / Finalize Student Registration by Add Deadline - Due Sep 10						
12	**13** Review Fall Verification Report - Submit SACC forms - Due Aug 29	**14**	**15**	**16**	**17** **August Diploma Certification Deadline for Bachelor Degree Deadline** / **Fall SOC -- DNM & Instructors Update Deadline**	**18**
Review/Certify August Graduating Students (Bachelors & Honors) - Due Aug 17						
Update Fall Schedule of Classes for Does Not Meet (DNM) Rooms & Instructors (Required) - Due Aug 17						
Review/Certify August Graduating Students (Doctorates & Masters) - Due Aug 24						
Report Fall Forfeits or Deferred Students - Due Aug 31						
Finalize Student Registration by Add Deadline - Due Sep 10						
	Classroom Furniture Count/Sweep		**Publish UG Catalog**	**Missing Grade Report for Summer**		

Academic Department Calendar

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August 2018 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19	**20**	**21**	**22**	**23**	**24**	**25**

Enrollment Verifications/Deferments held until students are E1/R1 enrollment status

Review Fall Verification Report - Submit SACC forms - Due Aug 29

Review/Certify August Graduating Students (Doctorates & Masters) - Due Aug 24

August Diploma Certification Deadline for Masters & Doctorate Degrees

Report Fall Forfeits or Deferred Students - Due Aug 31

Review & Flag Fall Final Exams - Due Sep 7

Departments Clear Waitlists by Add Deadline - Due Sep 10

Finalize Student Registration by Add Deadline - Due Sep 10

Build Upcoming Spring Schedule of Classes - Due Sep 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	**27**	**28**	**29**	**30**	**31**	

Enrollment Verifications/Deferments held until students are E1/R1 enrollment status

Student Waitlist Tagup Deadline

Waitlist Purge of Students Who Did Not Tag Up

Forfeit/Deferred Deadline

Review & Flag Fall Final Exams - Due Sep 7

Report Fall Forfeits or Deferred Students - Due Aug 31

Incoming PCHE students who are not on course roster must see Registrar's Office after this date

Fall Verification Report Review Deadline

Review Fall Verification Report - Submit SACC forms - Due Aug 29

Finalize Student Registration by Add Deadline - Due Sep 10

Departments Clear Waitlists by Add Deadline - Due Sep 10

Build Upcoming Spring Schedule of Classes - Due Sep 20

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Enrollment Verifications/Deferments held until... Review & Flag Fall Final Exams - Due Sep 7 ... Finalize Student Registration by Add Deadline - Due Sep 10 / Departments Clear Waitlists by Add Deadline - Due Sep 10 / Build Upcoming Spring Schedule of Classes - Due Sep 20
2	**3**	**4**	**5**	**6**	**7**	**8**

Enrollment Verifications/Deferments held until students are E1/R1 enrollment status

DARN Meeting 10 a.m. CUC Rangos 1 (Tuesday, 4)

Fall Final Exam Report Deadline (Friday, 7)

Review & Flag Fall Final Exams - Due Sep 7

Finalize Student Registration by Add Deadline - Due Sep 10

Departments Clear Waitlists by Add Deadline - Due Sep 10

Build Upcoming Spring Schedule of Classes - Due Sep 20

August Diplomas ordered (estimated) (Wednesday, 5)

August Not Certified Students Moved to December Expt'd Grad Date (Thursday, 6)

Graduation Management Available for December (Friday, 7)

September 2018 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	**10**	**11**	**12**	**13**	**14**	**15**
Enrollment Verifications/Deferments held until students are E1/R1 enrollment status		Release Date for Scheduling Daylight Ad-Hoc Classroom Requests for Events				
Finalize Student Registration by Add Deadline - Due Sep 10						
Departments Clear Waitlists by Add Deadline - Due Sep 10						
Build Upcoming Spring Schedule of Classes - Due Sep 20						
	PCHE Cross-Registration Deadline	Administrative Withdrawal (W1) for Not Registered Students				
		Veterans Educational Benefits enrollment certified to VA (estimated)				
16	**17**	**18**	**19**	**20**	**21**	**22**
				Spring Schedule of Classes Deadline		
		Spring Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Oct 19				
23	**24**	**25**	**26**	**27**	**28**	**29**
Review/Flag FCE Mini-1 Flags - Due Oct 3						
Spring Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Oct 19						
Publish Mini-1 Final Exam Schedule					August Diplomas are Mailed to Students by Printer, CeDiplomas available (estimated)	

September 2018 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Review/Flag FCE Mini-1 Flags - Due Oct 3 Spring Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Oct 10 **Fall Ph.D. Certification & 100% Tuition Adjustment**						

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	**2**	**3**	**4**	**5**	**6**
	Review/Flag FCE Mini-1 Flags - Due Oct 3		**FCE Mini-1 Flag Deadline**			
	Publish Semester and Mini-2 Final Exam Schedule					
	Spring Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Oct 19					
	Review Course Grade Options for Mid-Semester/Mini-1 Grading Period - Due Oct 12					
7	**8**	**9**	**10**	**11**	**12**	**13**
Review Course Grade Options for Mid-Semester/Mini-1 Grading Period - Due Oct 12						
Spring Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Oct 19						
	DARN Meeting 1:30pm CUC Connan					
14	**15**	**16**	**17**	**18**	**19**	**20**
Spring Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Oct 19					**Spring Course Summary, Pre-req/ Co-Reqs, Reservation & Instructors Deadline**	
	Turn on G1 process -- May certified students have FUTURE semester records changed to G1 enrollment status if not continuing	**Mid-semester/ Mini-1 Grade Submission Available**				
	Begin Creating New Graduate Students - Be Sure to Select the Correct Entering Semester					

October 2018 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	**22**	**23**	**24**	**25**	**26**	**27**
	Review/Update Spring Course Pre-reqs, Co-Reqs & Reservations, & Max Sizes for Cross-Listed Courses for Registration Week- Due Nov 9					
	Publish Spring Schedule of Classes	Create Spring Time Assignments	Turn on G1 process -- December certified students have FUTURE semester records changed to G1 enrollment status if not continuing	Early Completion Verification letters processed starting this date		
	Spring Student Records Created					
28	**29**	**30**	**31**			
Review/Update Spring Course Pre-reqs, Co-Reqs & Reservations, & Max Sizes for Cross-Listed Courses for Registration Week- Due Nov 9						
	Review Spring Verification Report v.1 - Due Nov 6					
			Fall Ph.D. Certification Date & Receive 50% Tuition Adjustment			

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Review/Update Spring Course Pre-reqs, Co-Reqs & Reservations, & Max Sizes for Cross-Listed Courses for Registration Week- Due Nov 9 Review Spring Verification Report v.1 - Due Nov 6 **Final Exams Re-Posted with Classroom Assignments**	**2**	**3**
4 Review/Update Spring Course Pre-reqs, Co-Reqs & Reservations, & Max Sizes for Cross-Listed Courses for Registration Week- Due Nov 9 Review Spring Verification Report v.1 - Due Nov 6	**5** **Review & Flag FCE Semester & Mini-2 courses and Review Instructors - Due Nov 20** **Drop Mini-2 Waitlisted Students**	**6** **Student Academic Code Change Deadline** **DARN Meeting 10 a.m. CUC Rangos 3**	**7**	**8**	**9**	**10**
11 Review & Flag FCE Semester & Mini-2 courses and Review Instructors - Due Nov 20	**12**	**13**	**14**	**15**	**16**	**17**

November 2018 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	**19**	**20**	**21**	**22**	**23**	**24**
		FCE Semester & Mini-2 Flag Deadline + Deadline to Add Instructors for Grades				
	Departments Clear Waitlists by Add Deadline - Due Jan 28					
Review & Flag FCE Semester & Mini-2 courses and Review Instructors - Due Nov 20						
	Begin Processing Spring PCHE Cross-Registration Requests					
	Review December Diploma Candidates thru Dec 19 - Register students if continuing in Spring!					
25	**26**	**27**	**28**	**29**	**30**	
Departments Clear Waitlists by Add Deadline - Due Jan 28						
Review December Diploma Candidates thru Dec 19 - Register students if continuing in Spring!						
	Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration					

Academic Department Calendar
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December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Departments Clear Waitlists by Add Deadline - Due Jan 28 Review December Diploma Candidates thru Dec 19 - Register students if continuing in Spring!
2 Departments Clear Waitlists by Add Deadline - Due Jan 28 Build Summer Schedule of Classes - Due Jan 25 Review December Diploma Candidates thru Dec 19 - Register students if continuing in Spring!	**3**	**4**	**5**	**6**	**7**	**8** Semester/Mini-2 Final Grade Submission Available
9 Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors(Required) - Due Jan 11 Build Summer Schedule of Classes - Due Jan 25 Review December Diploma Candidates thru Dec 19 - Register students if continuing in Spring! Review Spring Verification Report v.2 - Due Jan 8 Departments Clear Waitlists by Add Deadline - Due Jan 28	**10** Waitlist Tag-up Notification to Students	**11**	**12**	**13**	**14** Build Fall Schedule of Classes - Due Feb 25	**15**

December 2018 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16	**17**	**18**	**19**	**20**	**21**	**22**

Submit Fall Academic Actions

Build Fall Schedule of Classes - Due Feb 25

Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors(Required) - Due Jan 11

Certify Diplomas for December - Due Jan 11 - Register students if continuing in Spring!

Build Summer Schedule of Classes - Due Jan 25

Review December Diploma Candidates thru Dec 19 - Register students if continuing in Spring!

Review Spring Verification Report v.2 - Due Jan 8

Departments Clear Waitlists by Add Deadline - Due Jan 28

Classroom Furniture Count/Sweep

PCHE Grades Expected to be Received from Host Institutions

Change Spring/Summer 2018 I to Default Grade

Missing Grade Report for Fall

Fall FCE Results are Available

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

December 2018 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	**24**	**25**	**26**	**27**	**28**	**29**

Build Fall Schedule of Classes - Due Feb 25

Build Summer Schedule of Classes - Due Jan 25

Review Spring Verification Report v.2 - Due Jan 8

Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors(Required) - Due Jan 11

Certify Diplomas for December - Due Jan 11 - Register students if continuing in Spring!

Finalize Student Registration by Add Deadline - Due Jan 28

Departments Clear Waitlists by Add Deadline - Due Jan 28

Submit Fall Academic Actions

30	**31**					

Build Fall Schedule of Classes - Due Feb 25

Build Summer Schedule of Classes - Due Jan 25

Departments Clear Waitlists by Add Deadline - Due Jan 28

Review Spring Verification Report v.2 - Due Jan 8

Finalize Student Registration by Add Deadline - Due Jan 28

Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors(Required) - Due Jan 11

Certify Diplomas for December - Due Jan 11 - Register students if continuing in Spring!

Submit Fall Academic Actions

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	**2**	**3**	**4**	**5**
		Build Fall Schedule of Classes - Due Feb 25				
		Build Summer Schedule of Classes - Due Jan 25				
		Departments Clear Waitlists by Add Deadline - Due Jan 28				
		Review Spring Verification Report v.2 - Due Jan 8				
		Finalize Student Registration by Add Deadline - Due Jan 28				
		Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors(Required) - Due Jan 11				
			Associate Deans to Review AP/IB Credit - Due Jan 31			
		Certify Diplomas for December - Due Jan 11 - Register students if continuing in Spring!				
		Submit Fall Academic Actions				
				Dean's List Report Available to Associate Deans		
				QPA Rank Reports Available		

January 2019 (Continued 1)

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

Enrollment Verifications/Deferments held until students are E1/R1 enrollment status

Build Fall Schedule of Classes - Due Feb 25

Review Spring Verification Report v.2 - Due Jan 8

Spring SACC Forms Deadline

DARN Meeting 9:30 a.m. CUC Rangos 2

Spring Schedule of Classes -- DNM & Instructors Update Deadline

Waitlist Tag-up Notification to Students

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

December Diploma Certification Deadline (including PHD students)

Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors(Required) - Due Jan 11

Certify Diplomas for December - Due Jan 11 - Register students if continuing in Spring!

Campuses/Locations Submit 2019-20 Official Academic Calendars

Build Summer Schedule of Classes - Due Jan 25

Departments Clear Waitlists by Add Deadline - Due Jan 28

Review & Flag Spring Final Exams - Due Jan 18

Finalize Student Registration by Add Deadline - Due Jan 28

Associate Deans to Review AP/IB Credit - Due Jan 31

Submit Fall Academic Actions

Incoming PCHE students who are not on course roster must see Registrar's Office after this date

January 2019 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	**14**	**15**	**16**	**17**	**18** Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 15	**19**

Enrollment Verifications/Deferments held until students are E1/R1 enrollment status

Build Fall Schedule of Classes - Due Feb 25

Review & Flag Spring Final Exams - Due Jan 18 | **Spring Final Exam Report Deadline**

Build Summer Schedule of Classes - Due Jan 25

Waitlist Tag-Up Deadline (Mon 14)

Departments Clear Waitlists by Add Deadline - Due Jan 28

Finalize Student Registration by Add Deadline - Due Jan 28

Associate Deans to Review AP/IB Credit - Due Jan 31

December diplomas ordered (estimate) (Wed 16)

Fall Not Certified Students Moved to Spring Expt'd Grad Date (Fri 18)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20	**21**	**22**	**23**	**24**	**25**	**26**

Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 15

Enrollment Verifications/Deferments held until students are E1/R1 enrollment status

Build Fall Schedule of Classes - Due Feb 25

Build Summer Schedule of Classes - Due Jan 25 | **Summer Schedule of Classes Deadline**

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

Departments Clear Waitlists by Add Deadline - Due Jan 28

Finalize Student Registration by Add Deadline - Due Jan 28

Associate Deans to Review AP/IB Credit - Due Jan 31

Graduation Management Available for May 2019 (Mon 21)

January 2019 (Continued 3)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	**28**	**29**	**30**	**31**		

31 — Associate Deans Update of AP/IB Credit Deadline

Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 15

28 — Publish Mini-3 Final Exam Schedule

29 — Administrative Withdrawal (W1) for Not Registered Students

Finalize Student Registration by Add Deadline - Due Jan 28

29 — Release Date for Scheduling Daylight Ad-Hoc Classroom Requests for Events

Departments Clear Waitlists by Add Deadline - Due Jan 28

28 — PCHE Cross-Registration Deadline

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

Associate Deans to Review AP/IB Credit - Due Jan 31

Build Fall Schedule of Classes - Due Feb 25

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	**2**
					SEVIS S19 Graduation Management: Update Expected Graduation Deadline Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 15 Build Fall Schedule of Classes - Due Feb 25	
3	**4**	**5**	**6**	**7**	**8**	**9**
	Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 20					
Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 15						
Build Fall Schedule of Classes - Due Feb 25						
	Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 29					
		DARN Meeting 10 a.m. CUC Rangos 2				

February 2019 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	**11**	**12**	**13**	**14**	**15**	**16**
Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 20						
Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 15						
Build Fall Schedule of Classes - Due Feb 25						
Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 29						
			December Diplomas are Mailed to Students; CeDiplomas available (estimated)			
17	**18**	**19**	**20**	**21**	**22**	**23**
Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 20			FCE Spring Mini-3 Flag Deadline			
Build Fall Schedule of Classes - Due Feb 25						
			Review Summer Verification Report (including MRR, INT, IDR, PRR, etc.) - Due Mar 8			
Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 29						
Summer Records are Created	Summer Schedule of Classes Published; Publish Spring Semester & Mini-4 Final Exam Schedule					

February 2019 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	**25** Fall Schedule of Classes Deadline	**26**	**27**	**28** Spring Ph.D. Certification & 100% Tuition Adjustment		

Build Fall Schedule of Classes - Due Feb 25

Set Fall Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Mar 29

Review Summer Verification Report (including MRR, INT, IDR, PRR, etc.) - Due Mar 8

Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 29

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	**2**
					Set Fall Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Mar 29	
					Review Summer Verification Report (including MRR, INT, IDR, PRR, etc.) - Due Mar 8	
					Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 29	
3	**4**	**5**	**6**	**7**	**8**	**9**
Review Summer Verification Report (including MRR, INT, IDR, PRR, etc.) - Due Mar 8					**Summer SACC Forms Deadline**	
		DARN Meeting 10 a.m. CUC Rangos 3				
Set Fall Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Mar 29						
	Review College & University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 29					
Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 29						
		Mid-Semester / Mini-3 Grade Submission Available				
10	**11**	**12**	**13**	**14**	**15**	**16**
Review College & University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 29						
Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 29						
				Early Completion Verification letters processed starting this date		
Set Fall Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Mar 29						
	Classroom Inspections					

Academic Department Calendar

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March 2019 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	**18**	**19**	**20**	**21**	**22**	**23**
Review College & University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 29						
Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 29						
Set Fall Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Mar 29						
24	**25**	**26**	**27**	**28**	**29**	**30**
Set Fall Course Summary information, Pre-reqs, Co-reqs, Instructors & Reservations for SOC posting - Due Mar 29						
Review College & University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 29					May Diploma Order Deadline	
Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order - Due Mar 29						
					Graduation Management Deadline for College/University Honors	
					Fall Course Pre-req/Co-Reqs, Reservation, Profile & Instructors Deadline	
Review/Update Fall Course Pre-reqs, Co-Reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 12						
		Graduation Fair				Graduation Mngmt Turned Off for Diploma Order

March 2019 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Spring Ph.D. Certification & 50% Tuition Adjustment / Review/Update Fall Course Pre-reqs, Co-Reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 12 / Graduation Mngmt Turned Off for Diploma Order / Fall Records are Created						

Academic Department Calendar

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April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	**2**	**3**	**4**	**5**	**6**
	Fall Schedule of Classes Published					
	Review Summer Verification Report (including MRR, INT, IDR, PRR, etc.) - Due April 11					
	Review Fall Verification Report v.1 - Due Apr 17					
	Review/Update Fall Course Pre-reqs, Co-Reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 12					
	Graduation Mngmt Turned Off for Diploma Order					
	DARN Meeting 10 a.m. CUC McKenna/Peter/Wright					
7	**8**	**9**	**10**	**11**	**12**	**13**
	Review/Flag Semester & Mini-4 FCE Flags and Instructors - Due Apr 23					
Review Summer Verification Report (including MRR, INT, IDR, PRR, etc.) - Due April 11					Summer SACC Forms Deadline	
Review/Update Fall Course Pre-reqs, Co-Reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 12						
Graduation Mngmt Turned Off for Diploma Order						
Review Fall Verification Report v.1 - Due Apr 17						
	Graduation Management Turns On for Commencement Program				Fall Course Pre-req/Co-Reqs, Reservation, Profile & Instructors Deadline	
	Re-orders run on Sundays based on changes made in S3 -- due 5/3					
			Review & Modify Stellic Audit Files/Templates - Due July 1			
			Review & Modify Course Catalog Descriptions & Flags - Due Jul 31			

April 2019 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	**15**	**16**	**17**	**18**	**19**	**20**
Review/Flag Semester & Mini-4 FCE Flags and Instructors - Due Apr 23						
Review Fall Verification Report v.1 - Due Apr 17			Fall SACC Forms Deadline		Commencement Blank Cases Request Deadline	
Re-orders run on Sundays based on changes made in S3 -- due 5/3						
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
21	**22**	**23**	**24**	**25**	**26**	**27**
Review/Flag Semester & Mini-4 FCE Flags and Instructors - Due Apr 23		FCE Semester & Mini-4 Flag Deadline				
Re-orders run on Sundays based on changes made in S3 -- due 5/3						
			Commencement Online Program Proof Deadline - update Graduation Management as best as possible	Graduation Mgmt remains off thru May 7 (manually track graduation changes for commencement program)		
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
28	**29**	**30**				
Re-orders run on Sundays based on changes made in S3 -- due 5/3						
Graduation Mgmt remains off thru May 7 (manually track graduation changes for commencement program)						
	Update Summer DNM Room & Instructors - Due May 17					
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
	Set Summer Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester					

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	**2**	**3**	**4**
			Re-orders run on Sundays based on changes made in S3 -- due 5/3		Deadline for pre-Commencement re-orders -- cannot guarantee they will arrive by Commencement after this point.	
			Graduation Mgmt remains off thru May 7 (manually track graduation changes for commencement program)			
			Update Summer DNM Room & Instructors - Due May 17			
			Review & Modify Stellic Audit Files/Templates - Due July 1			
			Review & Modify Course Catalog Descriptions & Flags - Due Jul 31			
						Semester/Mini-4 Final Grade Submission Available
5	**6**	**7**	**8**	**9**	**10**	**11**
	TENTATIVE - Review Commencement Program Proof at Alumni House		Commencement Program FINAL Proof Due at 1 p.m. (email)			
Graduation Mgmt remains off thru May 7 (manually track graduation changes for commencement program)			Graduation Management turned back ON to enter manual proof changes on S3			
			Enter manual commencement program changes in S3: Due May 11			
	Review and Flag Summer-1 Final Exams - Due May 22					
Update Summer DNM Room & Instructors - Due May 17						
					Fall UG Admissions Interface Begins	
	Final Summer Verification Report - Due May 16					
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
	Begin Processing Fall PCHE Cross-Registration Requests					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	**13**	**14**	**15**	**16**	**17**	**18**
Final Summer Verification Report - Due May 16		Change Fall I to Default Grade / Commencement Diploma Tracking DT (Diploma in Dept) Deadline			**Summer Schedule of Classes Does Not Meet (DNM) Rooms & Instructors Final Deadline** / Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due May 31	
Review and Flag Summer-1 Final Exams - Due May 22						
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
Update Summer DNM Room & Instructors - Due May 17					Missing Grade Report for May Graduates Distributed	
19	**20**	**21**	**22**	**23**	**24**	**25**
	Fall Verification Report v. 2 - Due May 31					
Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due May 31						
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
Review and Flag Summer-1 Final Exams - Due May 22		**Summer-1 Final Exam Flag Deadline**				
	Submit Academic Actions - Due May 31					
			Spring FCE Results Available		**Mini-5 Administrative Withdrawal (W1) for Not Registered Students**	
			Missing Grade Report for Spring Distributed			
			PCHE Grades Expected to be Received from Host Institutions (tentative)			

May 2019 (Continued 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	**27**	**28**	**29**	**30**	**31**	
Fall Verification Report v. 2 - Due May 31					Spring Academic Actions Deadline	
Submit Academic Actions - Due May 31					May Diploma Certification Deadline	
Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due May 31						
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
				QPA Class Rank Reports Available	**Publish Summer-1 Final Exam Schedule**	
				Dean's List Available		

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Review & Modify Stellic Audit Files/Templates - Due July 1 Review & Modify Course Catalog Descriptions & Flags - Due Jul 31
2	**3**	**4**	**5**	**6**	**7**	**8**

Review & Modify Stellic Audit Files/Templates - Due July 1

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

	Set Summer/Fall Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on fall registration Summer-1/All Administrative Withdrawal (W1) for Not Registered Students	Move Forward Expected May grads who did not graduate	Graduation Management turns ON for August Expected Graduates			
9	**10**	**11**	**12**	**13**	**14**	**15**

Flag FCE Summer One Faculty Course Evaluations - Due Jun 19

Review & Modify Stellic Audit Files/Templates - Due July 1

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

June 2019 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16	**17**	**18**	**19**	**20**	**21**	**22**
Flag FCE Summer One Faculty Course Evaluations - Due Jun 19			FCE Summer One Flag Deadline			
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
23	**24**	**25**	**26**	**27**	**28**	**29**
	Review and Flag Summer-2/All Final Exams - Due July 3					
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
					Summer One/Mini-5 Grade Submission Available	
30						
Review and Flag Summer-2/All Final Exams - Due July 3						
Review & Modify Stellic Audit Files/Templates - Due July 1						
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
Ironsoft Academic Audit turned off FOREVER						

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	**2**	**3**	**4**	**5**	**6**
	Review and Flag Summer-2/All Final Exams - Due July 3		Summer-2/All Final Exam Flag Deadline			
	Stellic Audit Files/Template update Deadline					
	Review & Modify Course Catalog Descriptions & Flags - Due Jul 31					
		Incoming First-Year Students Available in Stellic			Summer-2/Mini-6 Administrative Withdrawal (W1) for Not Registered Students	
7	**8**	**9**	**10**	**11**	**12**	**13**
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
	AP Scores File Received (TENTATIVE)				Publish Summer-2/All Final Exams	
14	**15**	**16**	**17**	**18**	**19**	**20**
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
21	**22**	**23**	**24**	**25**	**26**	**27**
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
			CIT & DC & TSB-BA Freshmen Registration Day			
	Flag Summmer-All, Summer-2, & Mini-6 Faculty Course Evaluations - Due July 30					

Academic Department Calendar

Revision Date: 09/27/18

July 2019 (Continued 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	**29**	**30**	**31**			
		Session All & Two FCE Flag Deadline	UG Catalog Edit Deadline			
Review & Modify Course Catalog Descriptions & Flags - Due Jul 31						
Flag Summmer-All, Summer-2, & Mini-6 Faculty Course Evaluations - Due July 30						