

OAR Operations Calendar
August 2008 - August 2009

PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
SAR	SU-08	Fri, Aug 1, 08	8:00 AM	OSAC	View account information on line	
OFMS	FL-08	Fri, Aug 1, 08		CSCH	FMS emails departments of Assessment Deadlines affecting student schedules	CSCH
EOT	SU-08	Fri, Aug 1, 08		OARREC	Run SHRROLL in audit mode, report errors only	
SOT	SU-08	Sun, Aug 3, 08		OARREG	Populate Expected Graduation Date & Term (S2)	
SOT	SU-08	Sun, Aug 3, 08		OARREG	Time Status Calculation (Update) (S2)	
SOT	SU-08	Sun, Aug 3, 08		OARREG	Clearinghouse Report (Audit) (S2)	
SOT	SU-08	Sun, Aug 3, 08		OARREG	Remove E-Term Records (S2)	
EOT	SU-08	Tue, Aug 5, 08		OARREC	Run SHRROLL in audit mode, report errors only	
SOT	SU-08	Wed, Aug 6, 08		OARREG	Populate Expected Graduation Date & Term (S2)	
SOT	SU-08	Wed, Aug 6, 08		OARREG	Time Status Calculation (Update) (S2)	
SOT	SU-08	Wed, Aug 6, 08		OARREG	Clearinghouse Extract (Update) (S2)	
SOT	SU-08	Wed, Aug 6, 08		OARREG	Remove E-Term Records (S2)	
EOT	SU-08	Fri, Aug 8, 08	12:00 PM	OARREC	Final deadline for submitting all grades via Web Self-Service at 12:00 NOON	
SOT	FL-08	Fri, Aug 8, 08		OARREG	Begin data clean-up for 10-day and Clearing House	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Run SHRROLL in audit mode, report errors only (morning)	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Shut off web entry of grades after deadline at 12:01 PM	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Prepare NR file (afternoon)	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Run Grade interface – to apply NR grades to SFRSTCR records (afternoon)	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Run final grade roll (SHRROLL) – update mode, report errors only	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Run GPA calculation after the final grade roll is finished	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Run Final Graded Roster for Colleges & Departments to have documentation for all grades that were entered (SFRSLST) (SR1RSTG01S)	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Run SHRSTD academic standing in audit mode and view output on Reports	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Run SHRSTD academic standing in update mode and view output on Reports	
EOT	SU-08	Fri, Aug 8, 08		OARREC	Run grade mailer process (SHRGRDE)	
EOT	SU-08	Sat, Aug 9, 08		OARREC	Turn on 'display final grade' on SOATERM to display grades on the web	
EOT	SU-08	Sat, Aug 9, 08		OARREC	Students can view final grades from the Web	
EOT	SU-08	Sun, Aug 10, 08		OARREC	Run the Deferred, Incomplete, Administrative Grades Report (SH1DINR01B)	
EOT	SU-08	Sun, Aug 10, 08		OARREC	Run the Academic Standing Reports for the colleges (SH1ASTD01Z, SH1ASTD02Z, SH1ASTD03Z)	
DEG	SU-08	Mon, Aug 11, 08	4:45 PM	AIT5	First PDL batch degree load to Banner - Audit Mode — August	
DEG	FA-08	Mon, Aug 11, 08	5:00 PM	SAGGS	First Pending Degree List to graduate departments — October	DEPT
DEG	SU-08	Mon, Aug 11, 08	5:00 PM	DEPT	Final Pending Degree List due from graduate departments — August	SAGGS

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EOT	SU-08	Mon, Aug 11, 08		OARREC	Begin academic standing reviews by colleges. Initial review, make changes to end of term academic standing assignment, enter AS overrides, follow-up reviews, etc.	
EOT	SU-08	Mon, Aug 11, 08		OARREC	Run Grade Change Report (SH1GDCH01B)	
EOT	SU-08	Mon, Aug 11, 08		OARREC	Run the Student Type Update process in audit mode (SHRTYPE)	
DEG	SU-08	Tue, Aug 12, 08	4:45 PM	AIT5	First PDL batch degree load to Banner - Update Mode — August	STUDENT
EOT	SU-08	Tue, Aug 12, 08		OARREG	Scan Audit Report for errors (SHRTYPE)	
EOT	SU-08	Wed, Aug 13, 08		OARREC	Run the Student Type Update process in update mode to automatically update the student type on the general student record (SHRTYPE)	
DEG	SU-08	Thu, Aug 14, 08	5:00 PM	AIT5	Second PDL batch degree load to Banner - Audit Mode — August	
TOS	SU-08	Thu, Aug 14, 08	5:00 PM	OARREG	Create transcripts on hold for grades (S2)	
DEG	SU-08	Fri, Aug 15, 08	5:00 PM	AIT5	Second PDL batch degree load to Banner - Update Mode — August	STUDENT
ADM	FL-09	Fri, Aug 15, 08	5:00 PM	ADM	Rescind admission offers or place registration holds on students who have accepted our admission offer but not submitted final transcripts.	
OFMS	FL-08	Fri, Aug 15, 08		CSCH	Class Schedule - Department final course changes due before student assessments at 5:00 p.m.	CSCH
SOT	FL-08	Fri, Aug 15, 08		OARREG	Time Status Calculation (Audit)	
SOT	FL-08	Fri, Aug 15, 08		OARREG	Remove E-Term Records	
SOT	FL-08	Fri, Aug 15, 08		OARREG	Populate Expected Graduation Date & Term	
SOT	FL-08	Fri, Aug 15, 08		OARREG	Clearinghouse Report (Audit)	
SOT	FL-08	Sat, Aug 16, 08		OARREG	Begin Batch Fee Assessment (SFRFASC) (Full)	
SOT	FL-08	Mon, Aug 18, 08		OARREG	Update SOATERM to allow online assessment	
SOT	FL-08	Mon, Aug 18, 08		OARREG	Begin Batch Fee Assessment (SFRFASC) (Collector)	
DEG	SU-08	Thu, Aug 21, 08	4:45 PM	AIT5	Final PDL batch degree load to Banner - Audit Mode — August	
SAR	SU-08	Fri, Aug 22, 08	4:00 PM	SAR	SAR/GAR due date	STDS
DEG	SU-08	Fri, Aug 22, 08	4:45 PM	AIT5	Deadline to enter data in Pending Degree List Application (PDL) — August	COLL
DEG	SU-08	Fri, Aug 22, 08	4:45 PM	AIT5	Final PDL batch degree load to Banner - Update Mode — August	STUDENT
REG	FL-08	Fri, Aug 22, 08	5:00 PM	STDS	Deadline for 100% Refund	
SOT	FL-08	Sat, Aug 23, 08		OARREG	Begin running Class Roster process to generate alphabetized rosters - All Parts of Term	
SOT	FL-08	Sat, Aug 23, 08		OARREG	Clearinghouse Report (Audit)	
SOT	FL-08	Sat, Aug 23, 08		OARREG	Time Status Calculation (Update)	
SOT	FL-08	Sat, Aug 23, 08		OARREG	Remove E-Term Records	
SOT	FL-08	Sat, Aug 23, 08		OARREG	Populate Expected Graduation Date & Term	
SNPSHT	FL-08	Sun, Aug 24, 08		DS	Day before first day of class	
AC	FL-08	Mon, Aug 25, 08	7:00 AM	LAW	Begin instruction on campus - LAW	

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
AC	FL-08	Mon, Aug 25, 08	7:00 AM		Begin instruction on campus - First day of classes	
DEG	SU-08	Mon, Aug 25, 08	8:30 AM	AIT5	Final degree list available on View Direct — August	COLL
DEG	SU-08	Mon, Aug 25, 08	8:30 AM	AIT5	Final degree list available to Office of Publication — August	PUB
ADM	FL-09	Mon, Aug 25, 08	5:00 PM	ADM	Update decision rules in Banner for SP09 & FA09	
ADM	FL-09	Mon, Aug 25, 08	5:00 PM	ADM	Update letters & reports for the new processing year	
ADM	FL-09	Mon, Aug 25, 08	5:00 PM	ADM	AppWorx chains (PGPA calculation, decision assignment, letters, profiles) must be updated for new processing terms	
ADM	FL-09	Mon, Aug 25, 08	5:00 PM	ADM	High school characteristics need to be rolled over to 2009.	
TOS	SU-08	Mon, Aug 25, 08	5:00 PM	OARREG	Create transcripts on hold for AUGUST degrees (S2)	
OFMS	FL-08	Mon, Aug 25, 08		CSCH	First Day of Instruction	FYI
AC	FL-08	Tue, Aug 26, 08			Late Registration via Student Self-Service begins	
DEG	SU-08	Wed, Aug 27, 08	1:00 PM	SAGGS	Submit diploma order to Diploma Printing Company — August	
ADM	SP-09	Fri, Aug 29, 08	8:00 AM	ADM	Distribute Spring Open/Closed list	
SAR	SU-08	Fri, Aug 29, 08	5:00 PM	OSAC	Deadline for end of month processing	
AC	FL-08	Fri, Aug 29, 08	11:00 PM	STDS	Deadline for UG sts to add a first-half-session course	COLL
AC	FL-08	Fri, Aug 29, 08			Deadline to suppress directory information	
OFMS	SU-09	Fri, Aug 29, 08		CSCH	OAR & FMS setup term controls	
OFMS	FL-09	Sat, Aug 30, 08		CSCH	OAR & FMS setup term controls	
AC	FL-08	Mon, Sep 1, 08	7:00 AM		Labor Day (all-campus holiday)	
AC	FL-08	Mon, Sep 1, 08	7:00 AM		Begin second week of classes	
ADM	FL-09	Mon, Sep 1, 08		ADM	Web applications go online for fall freshmen and spring transfers.	
OFMS	SU-09	Mon, Sep 1, 08		CSCH	Class Schedule - FMS updates classroom allocation list	CSCH
OFMS	SU-09	Mon, Sep 1, 08		CSCH	FMS updates classroom allocation list	CSCH
ADM	SP-09	Tue, Sep 2, 08	8:00 AM	ADM	SP09 & FA09 freshman application processing begins	
ADM	SP-09	Tue, Sep 2, 08	8:00 AM	ADM	Web summaries begin production	
OFMS	SU-09	Tue, Sep 2, 08		SYSC	Request Class Schedule Term Roll in AUDIT - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
SOT	FL-08	Tue, Sep 2, 08		OARREG	Clearinghouse Report (Audit)	
SOT	FL-08	Tue, Sep 2, 08		OARREG	Time Status Calculation (Update)	
SOT	FL-08	Tue, Sep 2, 08		OARREG	Populate Expected Graduation Date & Term	
SOT	FL-08	Tue, Sep 2, 08		OARREG	Remove E-Term Records	
SOT	SP-09	Tue, Sep 2, 08		OARREG	Review and update SOATERM(Term Control Form) for beginning of term	
SOT	SP-09	Tue, Sep 2, 08		OARREG	of term	
OFMS	SU-09	Wed, Sep 3, 08		SYSC	Review output of Term Roll Audit	SYSC
OFMS	SP-09	Thu, Sep 4, 08		CSCH	Catalog Copy online for review	

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OFMS	FL-08	Thu, Sep 4, 08		SYSC	Create Astra of 10th day information new scenario file	SYSC
OFMS	SP-09	Thu, Sep 4, 08		SYSC	Extract Class Schedule Proof Copy	CSCH
OFMS	SU-09	Thu, Sep 4, 08		SYSC	Request Class Schedule Term Roll in AUDIT - 2nd Run - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
SOT	FL-08	Thu, Sep 4, 08		OARDM	Cohort Load Process	
REG	FL-08	Fri, Sep 5, 08	5:00 PM	STDS	Deadline for 90% Refund	
OFMS	SP-09	Fri, Sep 5, 08		CSCH	Class Schedule proof copy to Departments	
OFMS	FL-08	Fri, Sep 5, 08		CSCH	FMS checks list of Pending sections for purpose of releasing rooms	CSCH
OFMS	SU-09	Fri, Sep 5, 08		SYSC	Review output of Term Roll Audit - 2nd Run	SYSC
AC	FL-08	Mon, Sep 8, 08	7:00 AM		Begin third week of classes	
ADM	SP-09	Mon, Sep 8, 08	8:00 AM	ADM	Begin SP09 NOA letter production	
DEG	FA-08	Mon, Sep 8, 08	5:00 PM	STUDENT	Deadline to add Graduate students to Pending Degree List — October	SAGGS
DEG	FA-08	Mon, Sep 8, 08	5:00 PM	DEPT	First Pending Degree List due from graduate departments — October	SAGGS
AC	FL-08	Mon, Sep 8, 08	5:00 PM	STDS	Deadline for tuition & fees refund if reducing range	
AC	FL-08	Mon, Sep 8, 08	5:00 PM	STDS	Deadline for LAW students to add a semester course	LAW
REG	FL-08	Mon, Sep 8, 08	5:00 PM	STDS	Deadline for GRAD sts to add name to October graduation list	GRAD
AC	FL-08	Mon, Sep 8, 08	11:00 PM	STDS	Deadline for UG sts to add a semester course	
REG	FL-08	Mon, Sep 8, 08	11:00 PM	STDS	Deadline for GRAD sts to add a first-half-session course	GRAD
REG	FL-08	Mon, Sep 8, 08	11:00 PM	STDS	Deadline for GRAD sts to add a semester course online	GRAD
DEG	FA-08	Mon, Sep 8, 08	11:59 PM	AITS	Web Entry Ends for December PDL - Web for Students	STUDENT
DEG	FA-08	Mon, Sep 8, 08	11:59 PM	AITS	Web Entry Ends for October PDL - Web for Students	STUDENT
ADM	FL-08	Mon, Sep 8, 08		ADM	Last Day to admit student for FA08 unless special college permission.	
OFMS	SU-09	Mon, Sep 8, 08		SYSC	Request Class Schedule Term Roll in UPDATE - BNR_SCSD1_TERMROLL_UPD_CHN	SYSC
OFMS	SU-09	Mon, Sep 8, 08		SYSC	Request Room Chart report & provide run-time schedule	SYSC
SNPSHT	FL-08	Mon, Sep 8, 08		DS	Last day to add classes/10th day of class (census)	
SAR	FL-08	Tue, Sep 9, 08	8:00 AM	OSAC	View account information on line	
DEG	FA-08	Tue, Sep 9, 08	5:00 PM	SAGGS	First Pending Degree List to graduate departments — December	DEPT
SOT	FL-08	Tue, Sep 9, 08		OARREG	Populate Expected Graduation Date & Term	
SOT	FL-08	Tue, Sep 9, 08		OARREG	Remove E-Term Records	
SOT	FL-08	Tue, Sep 9, 08		OARREG	Clearinghouse Extract (Update)	
SOT	FL-08	Tue, Sep 9, 08		OARREG	Time Status Calculation (Update)	
SOT	FL-08	Tue, Sep 9, 08		OARREG	Waitlist Enrollment Purge (SFPWAIT)	

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SOT	FL-08	Tue, Sep 9, 08		OARREG	Update SOATERM to allow online time status calculation	
DEG	FA-08	Thu, Sep 11, 08	1:00 PM	SAGGS	Send FIRST verification email to students concerning name and address — October	STUDENT
REG	FL-08	Fri, Sep 12, 08	5:00 PM	STDS	Deadline for 80% Refund	
OFMS	SP-09	Fri, Sep 12, 08		CSCH	Class Schedule - FMS sends notice to enter registration restrictions	CSCH
OFMS	FL-09	Fri, Sep 12, 08		CSCH	Class Schedule - FMS updates classroom allocation list	CSCH
OFMS	FL-08	Fri, Sep 12, 08		CSCH	Class Schedule - priority in classrooms ends	CSCH
OFMS	FL-09	Fri, Sep 12, 08		CSCH	FMS updates classroom allocation list	CSCH
OFMS	FL-08	Sat, Sep 13, 08		CSCH	Events - priority in classrooms begins	EVNT
AC	FL-08	Mon, Sep 15, 08	7:00 AM		Begin fourth week of classes	
SOT	SP-09	Tue, Sep 16, 08		OARREG	Begin building Rules for Priority Registration	
EOT	FL-08	Wed, Sep 17, 08		OARREC	Initial load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
AC	FL-08	Fri, Sep 19, 08	5:00 PM	STDS	CR/NC option deadline for UG sts. in a first-half-session course	COLL
REG	FL-08	Fri, Sep 19, 08	5:00 PM	STDS	Deadline for GRAD sts to take final exam for doctoral deg in October	GRAD
AC	FL-08	Fri, Sep 19, 08	11:00 PM	STDS	Deadline for UG sts to drop a first-half-session course w/o acad. penalty	COLL
SNPSHT	SU-08	Fri, Sep 19, 08		DS	Final grade (first Friday 42 days after Academic Standing Processing) (S2)	
AC	FL-08	Mon, Sep 22, 08	7:00 AM		Begin fifth week of classes	
DEG	FA-08	Mon, Sep 22, 08	5:00 PM	SAGGS	Final Pending Degree List to graduate departments — October	DEPT
SAR	FL-08	Tue, Sep 23, 08	4:00 PM	SAR	SAR/GAR due date	STDS
EOT	FL-08	Wed, Sep 24, 08		OARREC	2nd load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
REG	FL-08	Fri, Sep 26, 08	5:00 PM	STDS	Deadline for GRAD sts to deposit October master's degree theses	GRAD
REG	FL-08	Fri, Sep 26, 08	5:00 PM	STDS	Deadline for 70% Refund	
OFMS	SU-09	Fri, Sep 26, 08		CSCH	Class Schedule initial copy to Departments	
AC	FL-08	Mon, Sep 29, 08	7:00 AM		Begin sixth week of classes	
SAR	FL-08	Mon, Sep 29, 08	9:00 AM	OSAC	Begin KCPA & Sustainable Campus Environment Fees refunds	STDS
OFMS	SP-09	Mon, Sep 29, 08		SYSC	Notify Web Services for published version of Class Schedule & Catalog	SYSC
OFMS	SP-09	Mon, Sep 29, 08		SYSC	Request Catalog extract for official version	SYSC
EOT	FL-08	Mon, Sep 29, 08		OARREC	Begin running Registration clean-up reports in preparation for grade collection	
SAR	FL-08	Wed, Oct 1, 08	5:00 PM	OSAC	Deadline for end of month processing	
OFMS	SU-09	Wed, Oct 1, 08		CSCH	Catalog - extract posted to web preview site	SYSC
OFMS	SU-09	Wed, Oct 1, 08		CSCH	Class Schedule posted to preview site	

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EOT	FL-08	Wed,Oct 1,08		OARREC	Final load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
OFMS	SP-09	Thu,Oct 2,08		SYSC	Run Non-traditional courses report (after 4pm, 1st 8 weeks, 2nd 8 weeks) & post to FMS website	SYSC
SOT	SP-09	Thu,Oct 2,08		OARREG	Determine which students were re-admitted from dropped status for prior term	
SOT	SP-09	Thu,Oct 2,08		OARREG	Establish the appropriate display settings for midterm and final grades.	
SOT	SP-09	Thu,Oct 2,08		OARREG	Establish term-specific date ranges for course statuses on the Course Registration Status Form (SFARSTS) or the Schedule Processing Rules Form (SOARUL).	
SOT	SP-09	Thu,Oct 2,08		OARREG	Establish Web-related enrollment and course status codes on the Course Registration Status Code Validation Form (STVRSTS)	
SOT	SP-09	Thu,Oct 2,08		OARREG	Establish Web processing and Web display controls on the Term Control Form (SOATERM) for the term.	
SOT	SP-09	Thu,Oct 2,08		OARREG	Review and update all term tables and forms (See SOT calendar and checklist)	
SOT	SP-09	Thu,Oct 2,08		OARSAGGS	Define and verify the setup of the Period Control Validation table for the Pending Degree List.	
SOT	SP-09	Thu,Oct 2,08		OARREG	Update Academic Standing for students who were re-admitted after dropped status for prior term	
EOT	FL-08	Thu,Oct 2,08		OARREC	Publish excel file of Mid-Term grades to collect on the FMS site	
EOT	FL-08	Thu,Oct 2,08		OARREC	Send email to faculty about mid-term grades for freshmen	
EOT	FL-08	Thu,Oct 2,08		OARREC	Web Grade Entry for instructors through the Self-Service is Enabled for Mid-Term grades	
SAR	FL-08	Fri,Oct 3,08	4:00 PM	OSAC	Deadline for KCPA & Sustainable Campus Environment Fees refunds	STDS
DEG	FA-08	Fri,Oct 3,08	5:00 PM	DEPT	First Pending Degree List due from graduate departments — December	SAGGS
REG	FL-08	Fri,Oct 3,08	5:00 PM	STDS	Deadline for GRAD sts to add a semester course through OAR with department approval	GRAD
REG	FL-08	Fri,Oct 3,08	5:00 PM	STDS	Deadline for GRAD sts to deposit October doctoral degree theses	GRAD
REG	FL-08	Fri,Oct 3,08	11:00 PM	STDS	Deadline for GRAD sts to drop a first-half-session course	GRAD
REG	FL-08	Fri,Oct 3,08	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a first-half-session course	GRAD
OFMS	SP-09	Fri,Oct 3,08		SYSC	Batch Load Schedule into Astra	SYSC
OFMS	SP-09	Fri,Oct 3,08		CSCH	Class Schedule - Proof Copy final changes from departments due at 5:00 p.m.	CSCH
OFMS	SP-09	Fri,Oct 3,08		SYSC	Create Term in Astra	SYSC
AC	FL-08	Mon,Oct 6,08	7:00 AM		Begin seventh week of classes	
SAR	FL-08	Mon,Oct 6,08	8:00 AM	OSAC	View account information on line	
SAR	FL-08	Mon,Oct 6,08	9:00 AM	OSAC	Begin SORF and CP refunds	STDS

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DEG	FA-08	Mon,Oct 6,08	5:00 PM	DEPT	Final Pending Degree List due from graduate departments — October	SAGGS
OFMS	SP-09	Mon,Oct 6,08		RGST	Credit Equals Zero Billing Not Equal to 0.01 - begin running report	RGST
OFMS	SP-09	Mon,Oct 6,08		RGST	Cross-Listed Mismatch - begin running report	RGST
OFMS	SP-09	Mon,Oct 6,08		SYSC	Request AppWorx chain SC1_SAS_COURSE_LEVEL_ERROR_CHN for dates below	SYSC
OFMS	SP-09	Mon,Oct 6,08		SYSC	Request AppWorx chain SC1_SAS_CRSE_COLLDEPT_ERR_CHN for dates below	SYSC
OFMS	SP-09	Mon,Oct 6,08		SYSC	Request AppWorx chain SC1_SAS_VERIF_XLSTD_COURSE_CHN for dates below	SYSC
OFMS	SP-09	Mon,Oct 6,08		RGST	SCAT_Courses_With_CoRequisites_Entered report	RGST
OFMS	SP-09	Mon,Oct 6,08		RGST	SCAT_Credit_Hours - begin running report	RGST
OFMS	SP-09	Mon,Oct 6,08		RGST	SCAT_Verification_of_Cross-Listed_Course_Setup_Error - begin running report	RGST
OFMS	SP-09	Mon,Oct 6,08		RGST	SCLS_Linked_Sections - begin running report	RGST
OFMS	SP-09	Mon,Oct 6,08		RGST	Sections with Zero as Max Enrollment - begin running report	RGST
DEG	FA-08	Tue,Oct 7,08	1:00 PM	SAGGS	Send SECOND verification email to students concerning acad rec, name and address — October	STUDENT
OFMS	SP-09	Tue,Oct 7,08		RGST	Begin CAPP Checkbox report	RGST
OFMS	SP-09	Tue,Oct 7,08		RGST	Class Restrictions for FR SO JR SR 7 8 report- begin running	RGST
OFMS	SP-09	Tue,Oct 7,08		RGST	Course Level Error report - begin run	RGST
OFMS	SP-09	Tue,Oct 7,08		RGST	Gradable Sections With Hours Equal to Zero - begin running report	RGST
OFMS	SP-09	Tue,Oct 7,08		RGST	Grade Mode Set at Section Level report (to remove grade modes that are equal to default grade mode at course level) begin running report	RGST
OFMS	SP-09	Tue,Oct 7,08		RGST	Non-graded Sections with Hours > 0 - begin running report	RGST
OFMS	FL-09	Tue,Oct 7,08		SYSC	Request Class Schedule Term Roll in AUDIT - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
OFMS	SP-09	Tue,Oct 7,08		RGST	Verification of Cross-Listed Course Data - begin running report	RGST
OFMS	SP-09	Wed,Oct 8,08		CSCH	Course Catalog & Class Schedule posted to web	
OFMS	FL-09	Wed,Oct 8,08		SYSC	Review output of Term Roll Audit	SYSC
OFMS	SP-09	Wed,Oct 8,08		RGST	SCLS_Packaged_Sections - begin running report	RGST
OFMS	SP-09	Wed,Oct 8,08		RGST	SCLS_Section_Fees - begin running report	RGST
OFMS	SP-09	Wed,Oct 8,08		RGST	Search Section Text for "Prerequisite", "Fee", or "\$" - begin running report	RGST
OFMS	SP-09	Wed,Oct 8,08		RGST	Section Credit Billing Hour Mismatch - begin running report	RGST
SOT	SP-09	Wed,Oct 8,08		OARREG	Set Holds that prohibit Registration	
SOT	SP-09	Wed,Oct 8,08		OARREG	Deadline for attributes that are entered for Priority Registration	
SOT	SP-09	Wed,Oct 8,08		OARREG	Set attributes for Priority Registration	

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OFMS	SP-09	Thu,Oct 9,08		RGST	Course Level Hours vs Section Level Hours report - begin run	RGST
OFMS	SP-09	Thu,Oct 9,08		RGST	Courses Mapped to College/Department Error - report run	RGST
OFMS	SP-09	Thu,Oct 9,08		RGST	Section ID is Zero - begin running report	RGST
OFMS	SP-09	Thu,Oct 9,08		RGST	Time Pattern Out of Normal Bounds - begin running report	RGST
SOT	SP-09	Thu,Oct 9,08		OARREG	Batch load scholar time tickets	
SAR	FL-08	Fri,Oct 10,08	4:00 PM	OSAC	Deadline for SORF and CP refunds	STDS
REG	FL-08	Fri,Oct 10,08	5:00 PM	STDS	Deadline for 60% Refund	
OFMS	FL-09	Fri,Oct 10,08		SYSC	Review output of Term Roll Audit - 2nd Run	SYSC
SOT	SP-09	Fri,Oct 10,08		OARREG	Assign priority registration appointments (Time Ticketing)	
AC	FL-08	Mon,Oct 13,08	7:00 AM		Begin eighth week of classes	
SAR	FL-08	Mon,Oct 13,08	9:00 AM	OSAC	Begin SEAL refunds	STDS
OFMS	FL-09	Mon,Oct 13,08		SYSC	Request Class Schedule Term Roll in UPDATE - BNR_SCSD1_TERMROLL_UPD_CHN	SYSC
SOT	SP-09	Mon,Oct 13,08		OARREG	Show students their priority registration appointment time on Web for Student	
EOT	FL-08	Mon,Oct 13,08		OARREC	Check Faculty Web - Final Grades - for Part of Term A to enable faculty to enter grades for First Half Part of Term courses	
EOT	FL-08	Tue,Oct 14,08	12:00 PM	OARREC	Final deadline for submitting Mid-Term grades for freshmen (12 NOON)	
EOT	FL-08	Tue,Oct 14,08	12:01 PM	OARREC	Term controls are set to display mid-term grades to students via Self-Service	
EOT	FL-08	Tue,Oct 14,08	12:01 PM	OARREC	Students can view mid-term grades from the Web	
OFMS	FL-09	Wed,Oct 15,08		SYSC	Request Class Schedule Term Roll in AUDIT - 2nd Run - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
EOT	FL-08	Wed,Oct 15,08		OARREC	Mid-Term View Direct reports available for college/department staff and advisors	
DEG	FA-08	Thu,Oct 16,08	4:45 PM	AITS	First PDL batch degree load to Banner - Audit Mode — October	STS
SOT	FL-08	Thu,Oct 16,08		OARREG	Time Status Calculation (Update)	
SOT	FL-08	Thu,Oct 16,08		OARREG	Populate Expected Graduation Date & Term	
SOT	FL-08	Thu,Oct 16,08		OARREG	Remove E-Term Records	
SOT	FL-08	Thu,Oct 16,08		OARREG	Clearinghouse Report (Audit)	
SAR	FL-08	Fri,Oct 17,08	4:00 PM	OSAC	Deadline for SEAL refunds	STDS
DEG	FA-08	Fri,Oct 17,08	4:45 PM	AITS	First PDL batch degree load to Banner - Update Mode — October	STS
AC	FL-08	Fri,Oct 17,08	5:00 PM	STDS	Deadline for UG sts to remove an "I" grade to prevent " F" by rule	COLL
AC	FL-08	Fri,Oct 17,08	5:00 PM	STDS	Deadline for LAW students to drop a semester course	LAW/
AC	FL-08	Fri,Oct 17,08	5:00 PM	STDS	CR/NC option deadline for UG sts. in a semester course	COLL
AC	FL-08	Fri,Oct 17,08	5:00 PM	STDS	Deadline for UG sts to drop a semester course w/o acad. penalty (Late drop date)	COLL
REG	FL-08	Fri,Oct 17,08	5:00 PM	STDS	Deadline for 50% Refund	

OAR Operations Calendar
August 2008 - August 2009

PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
AC	FL-08	Fri,Oct 17,08	11:00 PM	STDS	Deadline for UG sts to withdraw without a grade of "W"	COLL
OFMS	SP-09	Fri,Oct 17,08		CSCH	FMS assigns Intensive English Institute rooms	CSCH
SNPSHT	FL-08	Fri,Oct 17,08		DS	Last day to drop classes	
AC	FL-08	Mon,Oct 20,08	7:00 AM		Begin ninth week of classes	
AC	FL-08	Mon,Oct 20,08	7:00 AM		Begin second-half-session course - MID-TERM	
SAR	FL-08	Mon,Oct 20,08	9:00 AM	OSAC	Begin Legacy & Study Abroad Fees refunds	STDS
DEG	FA-08	Mon,Oct 20,08	5:00 PM	AITS	Second PDL batch degree load to Banner - Audit Mode — October	
OFMS	SP-09	Mon,Oct 20,08		RGST	Non-repeatable with Additional Schedule Types report	RGST
DEG	FA-08	Tue,Oct 21,08	5:00 PM	AITS	Second PDL batch degree load to Banner - Update Mode — October	STUDENT
SOT	FL-08	Tue,Oct 21,08		OARREG	Remove E-Term Records	
SOT	FL-08	Tue,Oct 21,08		OARREG	Time Status Calculation (Update)	
SOT	FL-08	Tue,Oct 21,08		OARREG	Populate Expected Graduation Date & Term	
SOT	FL-08	Tue,Oct 21,08		OARREG	Clearinghouse Extract (Update)	
SAR	FL-08	Wed,Oct 22,08	4:00 PM	OSAC	SAR/GAR due date	STDS
OFMS	SU-09	Wed,Oct 22,08		CSCH	FMS notifies web services to extract for preview	SYSC
DEG	FA-08	Thu,Oct 23,08	4:45 PM	AITS	Final PDL batch degree load to Banner - Audit Mode — October	
SAR	FL-08	Fri,Oct 24,08	4:00 PM	OSAC	Deadline for Legacy & Study Abroad Fees refunds	STDS
DEG	FA-08	Fri,Oct 24,08	4:45 PM	AITS	Deadline to enter data in Pending Degree List Application (PDL) — October	COLL
DEG	FA-08	Fri,Oct 24,08	4:45 PM	AITS	Final PDL batch degree load to Banner - Update Mode — October	STS
AC	FL-08	Fri,Oct 24,08	5:00 PM	STDS	Deadline for tuition & fees refund for second-half-session course range change	
AC	FL-08	Fri,Oct 24,08	11:00 PM	STDS	Deadline for UG sts to add a second-half-session course	COLL
OFMS	SU-09	Fri,Oct 24,08		SYSC	Request Class Schedule extract for proof copy & provide run-time schedule (begin running tues-sat)	SYSC
AC	FL-08	Mon,Oct 27,08	7:00 AM		Begin tenth week of classes	
DEG	FA-08	Mon,Oct 27,08	8:30 AM	AITS	Final degree list available on View Direct — October	COLL
DEG	FA-08	Mon,Oct 27,08	8:30 AM	AITS	Final degree list available to Office of Publication — October	PUB
TOS	FL-08	Mon,Oct 27,08	5:00 PM	OARREG	Create transcripts on hold for OCTOBER degrees	
DEG	FA-08	Wed,Oct 29,08	1:00 PM	SAGGS	Submit diploma order to Diploma Printing Company — October	
SOT	SP-09	Thu,Oct 30,08		OARREG	Verify web registration is enabled (SOATERM)	
ADM	SP-09	Fri,Oct 31,08	5:00 PM	ADM	Distribute Spring Open/Closed List	
ADM	SP-09	Fri,Oct 31,08	5:00 PM	ADM	Close programs on Spring Web application.	
REG	FL-08	Fri,Oct 31,08	5:00 PM	STDS	Deadline for 40% Refund	
SAR	FL-08	Fri,Oct 31,08	5:00 PM	OSAC	Deadline for end of month processing	

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
OFMS	SU-09	Fri,Oct 31,08		CSCH	Class Schedule - initial copy changes done by departments (FMS begins scheduling rooms)	CSCH
ADM	FL-09	Sat,Nov 1,08	5:00 PM	ADM	Priority deadline for freshman applications.	
ADM	SP-09	Sat,Nov 1,08	11:59 PM	ADM	Deadline for spring applications.	
OFMS	SP-09	Sat,Nov 1,08		EVNT	Begin processing events	EVNT
OFMS	SP-09	Sun,Nov 2,08		CSCH	Banner opens for Registration	FYI
AC	FL-08	Mon,Nov 3,08	7:00 AM		Begin eleventh week of classes	
DEG	SP-09	Mon,Nov 3,08	8:00 AM	AIT5	Web Entry Begins for May PDL - Web for Students	STUDENT
SNPSHT	SP-09	Mon,Nov 3,08	12:00 PM	DS	First day of early registration	
SOT	SP-09	Mon,Nov 3,08	12:00 PM	OARREG	Begin priority registration	
SAR	FL-08	Tue,Nov 4,08	8:00 AM	OSAC	View account information on line	
REG	FL-08	Fri,Nov 7,08	11:00 PM	STDS	Deadline for GRAD sts to add a second-half-session course	GRAD
OFMS	FL-09	Fri,Nov 7,08		SYSC	Batch Load Schedule into Astra	SYSC
AC	FL-08	Mon,Nov 10,08	7:00 AM		Begin twelfth week of classes	
OFMS	FL-09	Wed,Nov 12,08		SYSC	Request Class Schedule extract for proof copy & provide run-time schedule (begin running tues-sat)	SYSC
AC	FL-08	Fri,Nov 14,08	11:00 PM	STDS	Deadline for UG sts to drop a second-half-session course w/o acad. penalty	COLL
REG	FL-08	Fri,Nov 14,08	11:00 PM	STDS	Deadline for GRAD sts to drop a semester course	GRAD
REG	FL-08	Fri,Nov 14,08	11:00 PM	STDS	Deadline for GRAD sts to withdraw without a grade of "W"	GRAD
REG	FL-08	Fri,Nov 14,08	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a semester course	GRAD
OFMS	FL-09	Fri,Nov 14,08		CSCH	Class Schedule initial copy to Departments	
AC	FL-08	Fri,Nov 14,08	500 PM	STDS	CR/NC option deadline for UG sts. in a second-half-session	COLL
AC	FL-08	Mon,Nov 17,08	7:00 AM		Begin thirteenth week of classes	
DEG	FA-08	Mon,Nov 17,08	1:00 PM	SAGGS	Second Pending Degree List to graduate departments — December	DEPT
ADM	SP-09	Wed,Nov 19,08	8:00 AM	ADM	Begin Spring Deans' Reviews	
ADM	SP-09	Fri,Nov 21,08	5:00 PM	ADM	End Spring Deans' Reviews	
SNPSHT	SP-09	Fri,Nov 21,08		DS	Last day of early registration	
AC	FL-08	Sat,Nov 22,08	1:00 PM		Begin Fall Vacation --Thanksgiving	

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
ADM	FL-09	Mon,Nov 24,08	8:00 AM	ADM	Online status check will be taken down for freshman applicants. First round of decisions being entered into Banner Nov. 24-Dec. 12 and released to applicants on Dec. 12.	
SAR	FL-08	Mon,Nov 24,08	4:00 PM	OSAC	SAR/GAR due date	STDS
ADM	SP-09	Mon,Nov 24,08		ADM	Spring Deans' Review Update (NOAs dated Dec. 1)	
AC	FL-08	Thu,Nov 27,08	7:00 AM		Thanksgiving (all-campus holiday)	
AC	FL-08	Fri,Nov 28,08	7:00 AM		Thanksgiving break (designated holiday)	
DEG	FA-08	Fri,Nov 28,08	1:00 PM	SAGGS	Send FIRST verification email to students concerning name and address — December	STUDENT
AC	FL-08	Mon,Dec 1,08	7:00 AM		Instruction resumes after Thanksgiving	
AC	FL-08	Mon,Dec 1,08	7:00 AM		Begin fourteenth week of classes	
ADM	SP-09	Mon,Dec 1,08	11:59 PM	ADM	Deadline for SP09 nondegree applications unless UI employee.	
EOT	FL-08	Mon,Dec 1,08		OARREC	Send email to colleges to verify grade mode, credit hours, honors learning agreements, etc.	
SAR	FL-08	Tue,Dec 2,08	5:00 PM	OSAC	Deadline for end of month processing	STDS
SAR	FL-08	Fri,Dec 5,08	8:00 AM	OSAC	View account information on line	
DEG	FA-08	Fri,Dec 5,08	5:00 PM	DEPT	Second Pending Degree List due from Graduate Departments — December	SAGGS
DEG	FA-08	Fri,Dec 5,08	5:00 PM	STUDENT	Deadline to add Graduate students to Pending Degree List — December	SAGGS
REG	FL-08	Fri,Dec 5,08	5:00 PM	STDS	Deadline for GRAD sts to take final exam for doctoral deg in December	GRAD
REG	FL-08	Fri,Dec 5,08	5:00 PM	STDS	Deadline for GRAD sts to add name to December graduation list	GRAD
REG	FL-08	Fri,Dec 5,08	11:00 PM	STDS	Deadline for GRAD sts to drop a second-half-session course	GRAD
REG	FL-08	Fri,Dec 5,08	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a second-half-session course	GRAD
EOT	FL-08	Fri,Dec 5,08		OARREG	Run Class Roster process to generate alphabetized rosters for grade input - For All Parts of Term	
EOT	FL-08	Fri,Dec 5,08		OARREC	Study Abroad and Thesis 599 sections are populated in batch with DFR grades and rolled to history	
EOT	FL-08	Fri,Dec 5,08		OARREC	Remove SSBFSEC rows that are created with the Term Roll Update process (to prevent faculty from grading ungradable sections)	
AC	FL-08	Mon,Dec 8,08	7:00 AM		Begin fifteenth week of classes	
AC	FL-08	Mon,Dec 8,08	5:00 PM	LAW	Last day of instruction - LAW	STDS
EOT	FL-08	Mon,Dec 8,08		OARREC	Send email to faculty about grading deadlines	
EOT	FL-08	Mon,Dec 8,08		OARREC	Send email to faculty about grading students with HCLA's	

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
EOT	FL-08	Mon,Dec 8,08		OARREC	Check Faculty Web - Final Grades - Parts of Term 1, B, XM, LF and EMB to enable faculty to enter grades	
EOT	FL-08	Mon,Dec 8,08		OARREC	Check "Display Final Grade" option on SSAWSEC for Open Learning Sections to enable faculty to enter grades for those sections	
EOT	FL-08	Mon,Dec 8,08		OARREC	Batch grade interface (run daily beginning when grading is turned on – until day before grade deadline)	
EOT	FL-08	Mon,Dec 8,08		OARREC	SREG Missing Grades Report - Parts of Term 1, A, B, XM, LF and EMB courses (run daily beginning when grading is turned on – until grade deadline)	
AC	FL-08	Tue,Dec 9,08	7:00 AM	LAW	Reading day - no classes - no exams LAW	
AC	FL-08	Wed,Dec 10,08	7:00 AM	LAW	Begin final examinations - LAW	STDS
AC	FL-08	Wed,Dec 10,08	10:00 PM		Last day of instruction - FALL	
AC	FL-08	Thu,Dec 11,08	7:00 AM		Read day - no classes - no exams	
DEG	FA-08	Thu,Dec 11,08	1:00 PM	SAGGS	Send SECOND verification email to students concerning acad rec, name and address — December	STUDENT
REG	FL-08	Thu,Dec 11,08	5:00 PM	STDS	Deadline for GRAD sts to remove an "I" grade to prevent "F" by rule	GRAD
AC	FL-08	Fri,Dec 12,08	8:00 AM		Begin final examinations	
ADM	FL-09	Fri,Dec 12,08	5:00 PM	ADM	Freshman admission decisions posted online for priority applicants. Denial/deferred/NOA letters will be sent by Monday, Dec. 15.	
REG	FL-08	Fri,Dec 12,08	5:00 PM	STDS	Deadline for GRAD sts to deposit December master's degree theses	GRAD
REG	FL-08	Fri,Dec 12,08	5:00 PM	STDS	Deadline for GRAD sts to deposit December doctoral degree theses	GRAD
OFMS	FL-08	Fri,Dec 12,08		DATA	Course and Section Title Compare Report - posted to FMS website and archived (printed copy put in binder)	DATA
OFMS	FL-08	Fri,Dec 12,08		CSCH	First Day of Finals	FYI
OFMS	FL-09	Mon,Dec 15,08		CSCH	FMS notifies web services to extract for preview	SYSC
SOT	FL-08	Tue,Dec 16,08		OARREG	Time Status Calculation (Update)	
SOT	FL-08	Tue,Dec 16,08		OARREG	Populate Expected Graduation Date & Term	
SOT	FL-08	Tue,Dec 16,08		OARREG	Clearinghouse Extract (Audit)	
SOT	FL-08	Tue,Dec 16,08		OARREG	Remove E-Term Records	
EOT	FL-08	Tue,Dec 16,08		OARREC	Run SHRROLL in audit mode, report errors only	
OFMS	FL-08	Thu,Dec 18,08		FYI	Download Room Chart Report	CSCH
SOT	FL-08	Thu,Dec 18,08		OARREG	Clearinghouse Extract (Update)	
SOT	FL-08	Thu,Dec 18,08		OARREG	Populate Expected Graduation Date & Term	
SOT	FL-08	Thu,Dec 18,08		OARREG	Time Status Calculation (Update)	
SOT	FL-08	Thu,Dec 18,08		OARREG	Remove E-Term Records	

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
EOT	FL-08	Thu, Dec 18, 08		OARREC	Update SP08 "I" grades to F by Rule for Graduate Students	
DEG	FA-08	Fri, Dec 19, 08	5:00 PM	SAGGS	Final Pending Degree List to graduate departments — December	DEPT
AC	FL-08	Fri, Dec 19, 08	10:00 PM		End final examinations	STDS
OFMS	SP-09	Fri, Dec 19, 08		DATA	Courses Approved for S/U Grading Only - report posted on web	DATA
OFMS	FL-08	Fri, Dec 19, 08		SYSC	Disable term in Astra	SYSC
OFMS	SP-09	Fri, Dec 19, 08		CSCH	FMS emails departments of Assessment Deadlines affecting student schedules	CSCH
OFMS	FL-08	Fri, Dec 19, 08		CSCH	Last Day of Finals	FYI
OFMS	FL-09	Fri, Dec 19, 08		SYSC	Request Room Chart report & provide run-time schedule	SYSC
EOT	FL-08	Fri, Dec 19, 08		OARREC	Run SHRROLL in audit mode, report errors only	
AC	FL-08	Sat, Dec 20, 08	5:00 PM	LAW	End final examinations - LAW	STDS
SOT	SP-09	Sun, Dec 21, 08		OARREG	Begin data clean-up for 10-day and Clearing House	
SAR	FL-08	Mon, Dec 22, 08	4:00 PM	SAR	SAR/GAR due date	STDS
OFMS	FL-08	Mon, Dec 22, 08		SYSC	Request Archive of Class Schedule and Catalog Data on web	SYSC
SOT	SP-09	Mon, Dec 22, 08		OARREG	Begin running UGTP Process	
EOT	FL-08	Tue, Dec 23, 08	12:00 PM	OARREC	Final deadline for submitting all grades via Web Self-Service at 12:00 NOON	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Run SHRROLL in audit mode, report errors only (morning)	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Shut off web entry of grades after deadline at 12:01 PM	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Prepare NR file (afternoon)	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Run Grade interface – to apply NR grades to SFRSTCR records (afternoon)	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Run final grade roll (SHRROLL) – update mode, report errors only	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Run GPA calculation after the final grade roll is finished	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Run Final Graded Roster for Colleges & Departments to have documentation for all grades that were entered (SFRSLST) (SR1RSTG01S)	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Run SHRASTD academic standing in audit mode and view output on Reports	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Run SHRASTD academic standing in update mode and view output on Reports	
EOT	FL-08	Tue, Dec 23, 08		OARREC	Run grade mailer process (SHRGRDE)	
AC	FL-08	Wed, Dec 24, 08	7:00 AM		Christmas Eve (Gift Day)	
SAR	FL-08	Wed, Dec 24, 08	5:00 PM	OSAC	Deadline for end of month processing	STDS
OFMS	FL-09	Wed, Dec 24, 08		CSCH	Catalog - extract posted to web preview site	SYSC
OFMS	FL-09	Wed, Dec 24, 08		CSCH	Class Schedule posted to preview site	
SNPSHT	FL-08	Wed, Dec 24, 08		DS	After Grade Roll	
EOT	FL-08	Wed, Dec 24, 08		OARREC	Turn on 'display final grade' on SOATERM to display grades on the web	
EOT	FL-08	Wed, Dec 24, 08		OARREC	Students can view final grades from the Web	

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
AC	FL-08	Thu, Dec 25, 08	1:00 PM		Christmas Day (all-campus holiday)	
AC	FL-08	Fri, Dec 26, 08	7:00 AM		Day after Christmas (Designated Holiday)	
EOT	FL-08	Sun, Dec 28, 08		OARREC	Run the Deferred, Incomplete, Administrative Grades Report (SH1DINR01B)	
EOT	FL-08	Sun, Dec 28, 08		OARREC	Run the Academic Standing Reports for the colleges (SH1ASTD01Z, SH1ASTD02Z, SH1ASTD03Z)	
AC	FL-08	Mon, Dec 29, 08	7:00 AM		Reduced Service Day	
DEG	FA-08	Mon, Dec 29, 08	4:45 PM	AITS	First PDL batch degree load to Banner - Audit Mode — December	
EOT	FL-08	Mon, Dec 29, 08		OARREC	Begin academic standing reviews by colleges. Initial review, make changes to end of term academic standing assignment, enter AS overrides, follow-up reviews, etc.	
EOT	FL-08	Mon, Dec 29, 08		OARREC	Run Grade Change Report (SH1GDCH01B)	
AC	FL-08	Tue, Dec 30, 08	7:00 AM		Reduced Service Day	
DEG	FA-08	Tue, Dec 30, 08	4:45 PM	AITS	First PDL batch degree load to Banner - Update Mode — December	STUDENT
OFMS	SP-09	Tue, Dec 30, 08		DATA	Discovery Enrollment Report - begin data clean-up, report run by Provost's Office	DATA
AC	FL-08	Wed, Dec 31, 08	7:00 AM		Reduced Service Day	
ADM	FL-09	Wed, Dec 31, 08	5:00 PM	ADM	Close programs on freshman Web application	
AC	FL-08	Thu, Jan 1, 09	7:00 AM		New Year's Day (Designated Holiday)	
ADM	FL-09	Fri, Jan 2, 09	11:59 PM	ADM	Deadline for fall freshman applications.	
OFMS	FL-09	Fri, Jan 2, 09		CSCH	Class Schedule - initial copy changes done by departments (FMS begins scheduling rooms)	CSCH
SOT	FL-09	Sun, Jan 4, 09		OARREG	Review and update SOATERM(Term Control Form) for beginning of term	
SOT	FL-09	Sun, Jan 4, 09		OARREG	Review and update STVPTRM(Part of Term Code Validation Form) for beginning of term	
TOS	FL-08	Mon, Jan 5, 09	5:00 PM	OARREG	Create transcripts on hold for grades	
OFMS	SP-09	Mon, Jan 5, 09		RGST	Enrollment vs Room Capacity - begin running report	RGST
SAR	FL-08	Tue, Jan 6, 09	8:00 AM	OSAC	View account information on line	
SOT	SU-09	Tue, Jan 6, 09		OARREG	Review and update SOATERM(Term Control Form) for beginning of term	
SOT	SU-09	Tue, Jan 6, 09		OARREG	of term	
DEG	FA-08	Fri, Jan 9, 09	5:00 PM	DEPT	Final Pending Degree List due from graduate departments — December	SAGGS
OFMS	SP-09	Fri, Jan 9, 09		CSCH	Class Schedule - Department final course changes due before student assessments at 5:00 p.m.	CSCH
SOT	SP-09	Sat, Jan 10, 09		OARREG	Begin Batch Fee Assessment (SFRFASC) (Full)	
SOT	SP-09	Sun, Jan 11, 09		OARREG	Update SOATERM to allow online assessment	
ADM	FL-09	Mon, Jan 12, 09	8:00 AM	ADM	Last date for materials to be received to meet the Jan. 2 deadline.	

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
DEG	FA-08	Mon,Jan 12,09	5:00 PM	AIT5	Second PDL batch degree load to Banner - Audit Mode — December	
EOT	FL-08	Mon,Jan 12,09		OARREC	Run the Student Type Update process in audit mode (SHRTYPE)	
DEG	FA-08	Tue,Jan 13,09	5:00 PM	AIT5	Second PDL batch degree load to Banner - Update Mode — December	STUDENT
OFMS	SP-09	Tue,Jan 13,09		DATA	Grade Mode Mismatch Section vs Student Registration report	DATA
SOT	SP-09	Tue,Jan 13,09		OARREG	Begin Batch Fee Assessment (SFRFASC) (Collector)	
EOT	FL-08	Tue,Jan 13,09		OARREG	Scan Audit Report for errors (SHRTYPE)	
SOT	SP-09	Wed,Jan 14,09		OARREG	Clearinghouse Report (Audit)	
SOT	SP-09	Wed,Jan 14,09		OARREG	Remove E-Term Records	
SOT	SP-09	Wed,Jan 14,09		OARREG	Time Status Calculation (Update)	
SOT	SP-09	Wed,Jan 14,09		OARREG	Populate Expected Graduation Date & Term	
EOT	FL-08	Wed,Jan 14,09		OARREC	Run SHRASTD dean's list in audit mode and view output on Reports	
ADM	FL-09	Thu,Jan 15,09		ADM	FA09 transfer Web application goes live	
OFMS	SU-09	Thu,Jan 15,09		SYSC	Extract Class Schedule Proof Copy	CSCH
EOT	FL-08	Thu,Jan 15,09		OARREC	Run SHRASTD dean's list in update mode and view output on Reports	
ADM	FL-09	Fri,Jan 16,09	8:00 AM	ADM	Data Entry begins to enter FA09 transfer applications.	
ADM	FL-09	Fri,Jan 16,09	8:00 AM	ADM	FA09 transfer application processing begins	
REG	SP-09	Fri,Jan 16,09	5:00 PM	STDS	Deadline for 100% Refund	
OFMS	SU-09	Fri,Jan 16,09		CSCH	Class Schedule proof copy to Departments	
EOT	FL-08	Fri,Jan 16,09		OARREC	Run the Student Type Update process in update mode to automatically update the student type on the general student record (SHRTYPE)	
AC	SP-09	Mon,Jan 19,09	7:00 AM		Martin Luther King (all-campus holiday)	
OFMS	SP-09	Mon,Jan 19,09		CSCH	First Day of Instruction	FYI
SNPSHT	SP-09	Mon,Jan 19,09		DS	Day before first day of class	
AC	SP-09	Tue,Jan 20,09	7:00 AM		Begin instruction on campus - First day of classes	
AC	SP-09	Tue,Jan 20,09	7:00 AM	LAW	Begin instruction on campus - LAW	
TOS	FL-08	Wed,Jan 21,09	5:00 PM	OARREG	Create transcripts on hold for DECEMBER degrees	
AC	SP-09	Wed,Jan 21,09			Late Registration via Student Self-Service begins	
DEG	FA-08	Thu,Jan 22,09	4:45 PM	AIT5	Final PDL batch degree load to Banner - Audit Mode — December	
DEG	FA-08	Fri,Jan 23,09	4:45 PM	AIT5	Deadline to enter data in Pending Degree List Application (PDL) — December	COLL
DEG	FA-08	Fri,Jan 23,09	4:45 PM	AIT5	Final PDL batch degree load to Banner - Update Mode — December	STUDENT
AC	SP-09	Fri,Jan 23,09		STDS	Begin registration for part-time non-degree students	
AC	SP-09	Mon,Jan 26,09	7:00 AM	STDS	Begin second week of classes	
ADM	FL-09	Mon,Jan 26,09	8:00 AM	ADM	Online status check will be taken down for freshman applicants. Second round of decisions being entered into Banner Jan. 26 - Feb. 13 and released to applicants on Feb. 13.	

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
DEG	FA-08	Mon,Jan 26,09	8:30 AM	AIT5	Final degree list available on View Direct — December	COLL
DEG	FA-08	Mon,Jan 26,09	8:30 AM	AIT5	Final degree list available to Office of Publication — December	PUB
SAR	SP-09	Mon,Jan 26,09	4:00 PM	SAR	SAR/GAR due date	OSAC
AC	SP-09	Mon,Jan 26,09	11:00 PM	STDS	Deadline for UG sts to add a first-half-session course	COLL
AC	SP-09	Mon,Jan 26,09			Deadline to suppress directory information	
OFMS	FL-09	Mon,Jan 26,09		CSCH	Course Catalog copy online for review	
OFMS	SP-09	Mon,Jan 26,09		DATA	Sections without Instructors report	DATA
SOT	SP-09	Wed,Jan 28,09		OARREG	Clearinghouse Report (Audit)	
SOT	SP-09	Wed,Jan 28,09		OARREG	Populate Expected Graduation Date & Term	
SOT	SP-09	Wed,Jan 28,09		OARREG	Time Status Calculation (Update)	
SOT	SP-09	Wed,Jan 28,09		OARREG	Remove E-Term Records	
ADM	FL-09	Thu,Jan 29,09	8:00 AM	ADM	Begin Freshman Deans' Reviews (dates subject to change)	
DEG	FA-08	Thu,Jan 29,09	1:00 PM	SAGGS	Submit diploma order to Diploma Printing Company — December	
OFMS	SP-09	Thu,Jan 29,09		SYSC	Create Astra of 10th day information new scenario file	SYSC
SOT	SP-09	Thu,Jan 29,09		OARREG	Time Status Calculation (Update)	
SOT	SP-09	Thu,Jan 29,09		OARREG	Remove E-Term Records	
SOT	SP-09	Thu,Jan 29,09		OARREG	Populate Expected Graduation Date & Term	
SOT	SP-09	Thu,Jan 29,09		OARREG	Clearinghouse Report (Audit)	
REG	SP-09	Fri,Jan 30,09	5:00 PM	STDS	Deadline for 90% Refund	
OFMS	SP-09	Fri,Jan 30,09		CSCH	FMS checks list of Pending sections for purpose of releasing rooms	CSCH
AC	SP-09	Mon,Feb 2,09	7:00 AM		Begin third week of classes	
AC	SP-09	Mon,Feb 2,09	5:00 PM	STDS	Deadline for tuition & fees refund if reducing range	
AC	SP-09	Mon,Feb 2,09	5:00 PM	STDS	Deadline for LAW students to add a semester course	LAW
ADM	SP-09	Mon,Feb 2,09	5:00 PM	ADM	Last day to admit student for SP08 unless special college permission.	
AC	SP-09	Mon,Feb 2,09	11:00 PM	STDS	Deadline for UG sts to add a semester course	
REG	SP-09	Mon,Feb 2,09	11:00 PM	STDS	Deadline for GRAD sts to add courses online.	GRAD
REG	SP-09	Mon,Feb 2,09	11:00 PM	STDS	Deadline for GRAD sts to add a first-half-session course	GRAD
DEG	SP-09	Mon,Feb 2,09	11:59 PM	AIT5	Web Entry Ends for May PDL - Web for Students	STUDENT
OFMS	SP-09	Mon,Feb 2,09		FNEX	Download Class Schedule Extract - used for scheduling final exams	FNEX
SNPSHT	SP-09	Mon,Feb 2,09		DS	Last day to add classes/10th day of class (census)	
DEG	SP-09	Tue,Feb 3,09	5:00 PM	SAGGS	First Pending Degree List to graduate departments — May	DEPT

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
SAR	SP-09	Tue, Feb 3, 09	5:00 PM	OSAC	Deadline for end of month processing	
SOT	FL-09	Tue, Feb 3, 09		OARREG	Begin building Rules for Priority Registration	
SOT	SP-09	Tue, Feb 3, 09		OARREG	Waitlist Enrollment Purge (SFPWAIT)	
SOT	SP-09	Wed, Feb 4, 09		OARREG	Cohort Load Process	
SOT	SU-09	Wed, Feb 4, 09		OARREG	Begin building Rules for Priority Registration	
OFMS	FL-09	Thu, Feb 5, 09		SYSC	Extract Class Schedule Proof Copy	CSCH
REG	SP-09	Fri, Feb 6, 09	5:00 PM	STDS	Deadline for 80% Refund	
OFMS	SP-09	Fri, Feb 6, 09		CSCH	Class Schedule - priority in classrooms ends	CSCH
OFMS	FL-09	Fri, Feb 6, 09		CSCH	Class Schedule proof copy to Departments	
SNPSHT	FL-08	Fri, Feb 6, 09		DS	Final grade (first Friday 42 days after Academic Standing Processing)	
SAR	SP-09	Sat, Feb 7, 09	12:00 PM	OSAC	View account information on line	STDS
OFMS	SP-09	Sat, Feb 7, 09		CSCH	Events - priority in classrooms begins	EVNT
AC	SP-09	Mon, Feb 9, 09	7:00 AM		Begin fourth week of classes	
OFMS	FL-09	Mon, Feb 9, 09		CSCH	Class Schedule - FMS sends notice to enter registration restrictions	CSCH
OFMS	SU-09	Mon, Feb 9, 09		CSCH	Class Schedule - FMS sends notice to enter registration restrictions	CSCH
SOT	SP-09	Mon, Feb 9, 09		OARREG	Update SOATERM to allow online time status calculation	
SOT	SP-09	Mon, Feb 9, 09		OARREG	Clearinghouse Extract (Update)	
SOT	SP-09	Mon, Feb 9, 09		OARREG	Populate Expected Graduation Date & Term	
SOT	SP-09	Mon, Feb 9, 09		OARREG	Time Status Calculation (Update)	
SOT	SP-09	Mon, Feb 9, 09		OARREG	Remove E-Term Records	
OFMS	FL-09	Wed, Feb 11, 09		SYSC	Request AppWorx chain SC1_SAS_COURSE_LEVEL_ERROR_CHN for dates below	SYSC
OFMS	SU-09	Wed, Feb 11, 09		SYSC	Request AppWorx chain SC1_SAS_COURSE_LEVEL_ERROR_CHN for dates below	SYSC
OFMS	FL-09	Wed, Feb 11, 09		SYSC	Request AppWorx chain SC1_SAS_CRSE_COLLDEPT_ERR_CHN for dates below	SYSC
OFMS	SU-09	Wed, Feb 11, 09		SYSC	Request AppWorx chain SC1_SAS_CRSE_COLLDEPT_ERR_CHN for dates below	SYSC
OFMS	SU-09	Wed, Feb 11, 09		SYSC	Request AppWorx chain SC1_SAS_VERIF_XLSTD_COURSE_CHN for dates below	SYSC
OFMS	FL-09	Wed, Feb 11, 09		SYSC	Request AppWorx chain SC1_SAS_VERIF_XLSTD_COURSE_CHN for dates below	SYSC
EOT	SP-09	Wed, Feb 11, 09		OARREC	Initial load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
AC	SP-09	Fri, Feb 13, 09	5:00 PM	STDS	CR/NC option deadline for UG sts. in a first-half-session course	COLL

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
ADM	FL-09	Fri, Feb 13, 09	5:00 PM	ADM	Freshman admission decisions (except the performing arts) posted online. Denial/wait list/NOA letters will be sent by Monday, Feb. 16.	
AC	SP-09	Fri, Feb 13, 09	11:00 PM	STDS	Deadline for UG sts to drop a first-half-session course w/o acad. penalty	COLL
OFMS	SU-09	Fri, Feb 13, 09		SYSC	Batch Load Schedule into Astra	SYSC
OFMS	SU-09	Fri, Feb 13, 09		CSCH	Class Schedule - Proof Copy final changes from departments due at 5:00 p.m.	CSCH
OFMS	SU-09	Fri, Feb 13, 09		SYSC	Create Term in Astra	SYSC
OFMS	SU-09	Sun, Feb 15, 09		CSCH	FMS assigns Intensive English Institute rooms	CSCH
AC	SP-09	Mon, Feb 16, 09	7:00 AM		Begin fifth week of classes	
OFMS	SU-09	Mon, Feb 16, 09		SYSC	Notify Web Services for published version of Class Schedule & Catalog	SYSC
OFMS	FL-09	Wed, Feb 18, 09		CSCH	Catalog revisions due to VCAA for inclusion in Banner	
EOT	SP-09	Wed, Feb 18, 09		OARREC	2nd load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
REG	SP-09	Fri, Feb 20, 09	5:00 PM	STDS	Deadline for 70% Refund	
OFMS	SP-09	Fri, Feb 20, 09		FNEX	Final exam requests due from departments	FNEX
AC	SP-09	Mon, Feb 23, 09	7:00 AM		Begin sixth week of classes	
SAR	SP-09	Mon, Feb 23, 09	9:00 AM	OSAC	Begin KCPA & Sustainable Campus Environment Fees refunds	STDS
SAR	SP-09	Mon, Feb 23, 09	4:00 PM	SAR	SAR/GAR due date	STDS
OFMS	SP-09	Mon, Feb 23, 09		FNEX	FMS begins reviewing department requests for final exams	FNEX
OFMS	FL-09	Mon, Feb 23, 09		SYSC	Notify Web Services for published version of Class Schedule & Catalog	SYSC
EOT	SP-09	Mon, Feb 23, 09		OARREC	Begin running Registration clean-up reports in preparation for grade collection	
OFMS	SU-09	Wed, Feb 25, 09		CSCH	Course Catalog and Class Schedule posted to web	
EOT	SP-09	Wed, Feb 25, 09		OARREC	Final load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
EOT	SP-09	Wed, Feb 25, 09		OARREC	Publish excel file of Mid-Term grades to collect on the FMS site	
EOT	SP-09	Thu, Feb 26, 09		OARREC	Web Grade Entry for instructors through the Self-Service is Enabled for Mid-Term grades	
EOT	SP-09	Thu, Feb 26, 09		OARREC	Send email to faculty about mid-term grades for freshmen	
SAR	SP-09	Fri, Feb 27, 09	4:00 PM	OSAC	Deadline for KCPA & Sustainable Campus Environment Fees refunds	STDS
DEG	SP-09	Fri, Feb 27, 09	5:00 PM	DEPT	First Pending Degree List due from graduate departments — May	SAGGS
REG	SP-09	Fri, Feb 27, 09	5:00 PM	STDS	Deadline for GRAD students to add a semester course through OAR without departmental approval	GRAD
REG	SP-09	Fri, Feb 27, 09	11:00 PM	STDS	Deadline for GRAD sts to drop a first-half-session course	GRAD

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
REG	SP-09	Fri, Feb 27, 09	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a first-half-session course	GRAD
OFMS	FL-09	Fri, Feb 27, 09		CSCH	Class Schedule - Proof Copy final changes from departments due at 5:00 p.m.	CSCH
OFMS	FL-09	Fri, Feb 27, 09		SYSC	Create Term in Astra	SYSC
OFMS	SU-09	Sun, Mar 1, 09		EVNT	Begin processing events	EVNT
SOT	FL-09	Sun, Mar 1, 09		OARREG	Establish and Web-enable Web-related enrollment and course status codes on the Course Registration Status Code Validation Form (STVRSTS).	
SOT	FL-09	Sun, Mar 1, 09		OARREG	Establish Web processing and Web display controls on the Term Control Form (SOATERM) for the term.	
SOT	FL-09	Sun, Mar 1, 09		OARREG	Establish term-specific date ranges for course statuses on the Course Registration Status Form (SFARSTS) or the Schedule Processing Rules Form (SSARULE).	
SOT	FL-09	Sun, Mar 1, 09		OARSAGGS	Define and verify the setup of the Period Control Validation table for the Pending Degree List.	
SOT	FL-09	Sun, Mar 1, 09		OARDM	Update Academic Standing for students who were re-entered after dropped status for prior term	
SOT	FL-09	Sun, Mar 1, 09		OARDM	Determine which students were re-entered from dropped status for prior term	
SOT	FL-09	Sun, Mar 1, 09		OARREG	Review and update all term tables and forms (See SOT calendar and checklist)	
SOT	FL-09	Sun, Mar 1, 09		OARREG	Establish the appropriate display settings for midterm and final grades.	
SOT	SU-09	Sun, Mar 1, 09		OARDM	Update Academic Standing for students who were re-entered after dropped status for prior term	
AC	SP-09	Mon, Mar 2, 09	7:00 AM		Begin seventh week of classes	
SAR	SP-09	Mon, Mar 2, 09	9:00 AM	OSAC	Begin SORF and CP refunds	STDS
ADM	FL-09	Mon, Mar 2, 09	5:00 PM	ADM	Close programs on fall transfer Web application.	
ADM	FL-09	Mon, Mar 2, 09	11:59 PM	ADM	Deadline for FA09 transfer applications.	
ADM	FL-09	Mon, Mar 2, 09		ADM	Distribute FA09 open/closed list	
OFMS	FL-09	Mon, Mar 2, 09		RGST	Course Level Error report - begin run	RGST
OFMS	SU-09	Mon, Mar 2, 09		RGST	Credit Equals Zero Billing Not Equal to 0.01 - begin running report	RGST
OFMS	FL-09	Mon, Mar 2, 09		RGST	Credit Equals Zero Billing Not Equal to 0.01 - begin running report	RGST
OFMS	SP-09	Mon, Mar 2, 09		DATA	Mixed Grade Mode Mismatch Report	DATA
OFMS	FL-09	Mon, Mar 2, 09		RGST	Reserved Seat Restrictions - begin running report	RGST
OFMS	FL-09	Mon, Mar 2, 09		SYSC	Run Non-traditional courses report (after 4pm, 1st 8 weeks, 2nd 8 weeks) & post to FMS website	SYSC

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
OFMS	SU-09	Mon,Mar 2,09		SYSC	Run Non-traditional courses report (after 4pm, 1st 8 weeks, 2nd 8 weeks) & post to FMS website	SYSC
OFMS	FL-09	Mon,Mar 2,09		RGST	SCLS_Linked_Sections - begin running report	RGST
OFMS	SU-09	Mon,Mar 2,09		RGST	SCLS_Linked_Sections - begin running report	RGST
OFMS	FL-09	Mon,Mar 2,09		RGST	SCLS_Packaged_Sections - begin running report	RGST
OFMS	FL-09	Mon,Mar 2,09		RGST	SCLS_Section_Fees - begin running report	RGST
OFMS	FL-09	Mon,Mar 2,09		RGST	Search Section Text for "Prerequisite", "Fee", or "\$" - begin running report	RGST
OFMS	SU-09	Mon,Mar 2,09		RGST	Search Section Text for "Prerequisite", "Fee", or "\$" - begin running report	RGST
OFMS	FL-09	Mon,Mar 2,09		RGST	Section Credit Billing Hour Mismatch - begin running report	RGST
SAR	SP-09	Tue,Mar 3,09	5:00 PM	OSAC	Deadline for end of month processing	
OFMS	SU-09	Tue,Mar 3,09		RGST	Begin CAPP Checkbox report	RGST
OFMS	FL-09	Tue,Mar 3,09		RGST	Begin CAPP Checkbox report	RGST
OFMS	FL-09	Tue,Mar 3,09		RGST	Class Restrictions for FR SO JR SR 7 8 report- begin running	RGST
OFMS	SU-09	Tue,Mar 3,09		RGST	Class Restrictions for FR SO JR SR 7 8 report- begin running	RGST
OFMS	SU-09	Tue,Mar 3,09		RGST	Course Level Error report - begin run	RGST
OFMS	SU-09	Tue,Mar 3,09		RGST	Cross-Listed Mismatch - begin running report	RGST
OFMS	FL-09	Tue,Mar 3,09		RGST	Cross-Listed Mismatch - begin running report	RGST
OFMS	SU-09	Tue,Mar 3,09		RGST	Gradable Sections With Hours Equal to Zero - begin running report	RGST
OFMS	FL-09	Tue,Mar 3,09		RGST	Gradable Sections With Hours Equal to Zero - begin running report	RGST
OFMS	SU-09	Tue,Mar 3,09		RGST	Non-graded Sections with Hours > 0 - begin running report	RGST
OFMS	FL-09	Tue,Mar 3,09		RGST	Non-graded Sections with Hours > 0 - begin running report	RGST
OFMS	FL-09	Tue,Mar 3,09		RGST	SCAT_Credit_Hours - begin running report	RGST
OFMS	SU-09	Tue,Mar 3,09		RGST	SCAT_Credit_Hours - begin running report	RGST
SOT	SU-09	Tue,Mar 3,09		OARDM	Determine which students were re-entered from dropped status for prior term	
SOT	SU-09	Tue,Mar 3,09		OARREG	Establish and Web-enable Web-related enrollment and course status codes on the Course Registration Status Code Validation Form (STVRSTS).	
SOT	SU-09	Tue,Mar 3,09		OARREG	Establish the appropriate display settings for midterm and final grades.	
SOT	SU-09	Tue,Mar 3,09		OARREG	Review and update all term tables and forms (See SOT calendar and checklist)	
SOT	SU-09	Tue,Mar 3,09		OARREG	Establish Web processing and Web display controls on the Term Control Form (SOATERM) for the term.	
SOT	SU-09	Tue,Mar 3,09		OARSAGGS	Define and verify the setup of the Period Control Validation table for the Pending Degree List.	
SOT	SU-09	Tue,Mar 3,09		OARREG	Establish term-specific date ranges for course statuses on the Course Registration Status Form (SFARSTS) or the Schedule Processing Rules Form (SSARULE).	
OFMS	FL-09	Wed,Mar 4,09		CSCH	Course Catalog and Class Schedule posted to web	

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
OFMS	SU-09	Wed,Mar 4,09		RGST	SCAT_Verification_of_Cross-Listed_Course_Setup_Error - begin running report	RGST
OFMS	FL-09	Wed,Mar 4,09		RGST	SCAT_Verification_of_Cross-Listed_Course_Setup_Error - begin running report	RGST
OFMS	FL-09	Wed,Mar 4,09		RGST	SCLS_Section_Fees - begin running report	RGST
OFMS	FL-09	Wed,Mar 4,09		RGST	Verification of Cross-Listed Course Data - begin running report	RGST
OFMS	SU-09	Thu,Mar 5,09		RGST	Course Level Hours vs Section Level Hours report - begin run	RGST
OFMS	SU-09	Thu,Mar 5,09		RGST	Courses Mapped to College/Department Error - report run	RGST
OFMS	SU-09	Thu,Mar 5,09		RGST	Grade Mode Set at Section Level report (to remove grade modes that are equal to default grade mode at course level) begin running report	RGST
OFMS	FL-09	Thu,Mar 5,09		RGST	Grade Mode Set at Section Level report (to remove grade modes that are equal to default grade mode at course level) begin running report	RGST
OFMS	SU-09	Thu,Mar 5,09		RGST	Verification of Cross-Listed Course Data - begin running report	RGST
SAR	SP-09	Fri,Mar 6,09	4:00 PM	OSAC	Deadline for SORF and CP refunds	STDS
REG	SP-09	Fri,Mar 6,09	5:00 PM	STDS	Deadline for 60% Refund	
OFMS	FL-09	Fri,Mar 6,09		RGST	Course Level Hours vs Section Level Hours report - begin run	RGST
OFMS	FL-09	Fri,Mar 6,09		RGST	Courses Mapped to College/Department Error - report run	RGST
OFMS	FL-09	Fri,Mar 6,09		RGST	Time Pattern Out of Normal Bounds - begin running report	RGST
AC	SP-09	Mon,Mar 9,09	7:00 AM		Begin eighth week of classes	
SAR	SP-09	Mon,Mar 9,09	9:00 AM	OSAC	Begin SEAL refunds	STDS
SAR	SP-09	Mon,Mar 9,09	12:00 PM	OSAC	View account information on line	STDS
OFMS	SP-09	Mon,Mar 9,09		DATA	FMS sends email to remind OAR to run Grade Mode and Gradable Error reports do we run & correct or becky run & we correct	DATA
OFMS	SP-09	Mon,Mar 9,09		DATA	Grade Mode Mismatch Section vs Student Registration report	DATA
OFMS	SU-09	Mon,Mar 9,09		RGST	Section ID is Zero - begin running report	RGST
OFMS	FL-09	Mon,Mar 9,09		RGST	Section ID is Zero - begin running report	RGST
OFMS	SU-09	Mon,Mar 9,09		RGST	Sections with Zero as Max Enrollment - begin running report	RGST
OFMS	FL-09	Mon,Mar 9,09		RGST	Sections with Zero as Max Enrollment - begin running report	RGST
SOT	SP-09	Mon,Mar 9,09		OARREG	Remove E-Term Records	
SOT	SP-09	Mon,Mar 9,09		OARREG	Time Status Calculation (Update)	
SOT	SP-09	Mon,Mar 9,09		OARREG	Clearinghouse Report (Audit)	
SOT	SP-09	Mon,Mar 9,09		OARREG	Populate Expected Graduation Date & Term	
EOT	SP-09	Mon,Mar 9,09		OARREC	Check Faculty Web - Final Grades - for Part of Term A to enable faculty to enter grades for First Half Part of Term courses	
EOT	SP-09	Tue,Mar 10,09	12:00 PM	OARREC	Final deadline for submitting Mid-Term grades for freshmen (12 NOON)	

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
EOT	SP-09	Tue,Mar 10,09	12:01 PM	OARREC	Term controls are set to display mid-term grades to students via Self-Service	
EOT	SP-09	Tue,Mar 10,09	12:01 PM	OARREC	Students can view mid-term grades from the Web	
OFMS	FL-09	Tue,Mar 10,09		SYSC	Request Catalog extract for official version	SYSC
OFMS	SU-09	Tue,Mar 10,09		RGST	Section Credit Billing Hour Mismatch - begin running report	RGST
SOT	FL-09	Tue,Mar 10,09		OARREG	Deadline for attributes that are entered for Priority Registration	
SOT	SU-09	Tue,Mar 10,09		OARREG	Deadline for attributes that are entered for Priority Registration	
OFMS	FL-09	Wed,Mar 11,09		CSCH	Catalog - last day to make revisions prior to proof copy	CTLG
OFMS	SU-09	Wed,Mar 11,09		RGST	SCAT_Courses_With_CoRequisites_Entered report	RGST
OFMS	FL-09	Wed,Mar 11,09		RGST	SCAT_Courses_With_CoRequisites_Entered report	RGST
OFMS	SU-09	Wed,Mar 11,09		RGST	SCLS_Packaged_Sections - begin running report	RGST
SOT	FL-09	Wed,Mar 11,09		OARREG	Set attributes for Priority Registration	
SOT	FL-09	Wed,Mar 11,09		OARREG	Set Holds that prohibit Registration	
SOT	SU-09	Wed,Mar 11,09		OARREG	Set attributes for Priority Registration	
SOT	SU-09	Wed,Mar 11,09		OARREG	Set Holds that prohibit Registration	
EOT	SP-09	Wed,Mar 11,09		OARREC	Mid-Term View Direct reports available for college/department staff and advisors	
OFMS	SU-09	Thu,Mar 12,09		RGST	Reserved Seat Restrictions - begin running report	RGST
OFMS	SU-09	Thu,Mar 12,09		RGST	SCLS_Section_Fees - begin running report	RGST
SOT	FL-09	Thu,Mar 12,09		OARREG	Batch load scholar time tickets	
SOT	SU-09	Thu,Mar 12,09		OARREG	Batch load scholar time tickets	
SAR	SP-09	Fri,Mar 13,09	4:00 PM	OSAC	Deadline for SEAL refunds	STDS
AC	SP-09	Fri,Mar 13,09	5:00 PM	STDS	Deadline for UG sts to drop a semester course w/o acad. penalty (Late drop date)	COLL
AC	SP-09	Fri,Mar 13,09	5:00 PM	STDS	Deadline for LAW students to drop a semester course	LAW
AC	SP-09	Fri,Mar 13,09	5:00 PM	STDS	Deadline for UG sts to remove an "I" grade to prevent " F" by rule	COLL
AC	SP-09	Fri,Mar 13,09	5:00 PM	STDS	CR/NC option deadline for UG sts. in a semester course	COLL
REG	SP-09	Fri,Mar 13,09	5:00 PM	STDS	Deadline for 50% Refund	
AC	SP-09	Fri,Mar 13,09	11:00 PM	STDS	Deadline for UG sts to withdraw without a grade of "W"	COLL
ADM	FL-09	Fri,Mar 13,09		ADM	Materials must be received by this date to meet the Mar. 1 deadline.	
ADM	FL-09	Fri,Mar 13,09		ADM	Freshman performing & visual arts letters need to be sent by this date.	
OFMS	SP-10	Fri,Mar 13,09		CSCH	OAR & FMS setup term controls	
OFMS	SU-09	Fri,Mar 13,09		RGST	Time Pattern Out of Normal Bounds - begin running report	RGST
SNPSHT	SP-09	Fri,Mar 13,09		DS	Last day to drop classes	
SOT	FL-09	Fri,Mar 13,09		OARREG	Assign priority registration appointments (Time Ticketing)	
SOT	SU-09	Fri,Mar 13,09		OARREG	Assign priority registration appointments (Time Ticketing)	

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
AC	SP-09	Mon,Mar 16,09	7:00 AM		Begin second-half session course - MID TERM	
AC	SP-09	Mon,Mar 16,09	7:00 AM		Begin ninth week of classes	
SAR	SP-09	Mon,Mar 16,09	9:00 AM	OSAC	Begin Legacy Scholarship & Study Abroad Scholarship Fees refunds	STDS
OFMS	SP-09	Mon,Mar 16,09		FNEX	FMS begins scheduling final exams	FNEX
OFMS	SP-09	Mon,Mar 16,09		RGST	Zero Section with Enrollment - begin running report	RGST
SOT	FL-09	Mon,Mar 16,09		OARREG	Show students their priority registration appointment time on Web for Student	
SOT	SP-09	Mon,Mar 16,09		OARREG	Time Status Calculation (Update)	
SOT	SP-09	Mon,Mar 16,09		OARREG	Remove E-Term Records	
SOT	SP-09	Mon,Mar 16,09		OARREG	Populate Expected Graduation Date & Term	
SOT	SP-09	Mon,Mar 16,09		OARREG	Clearinghouse Report (Audit)	
SOT	SP-09	Wed,Mar 18,09		OARREG	Clearinghouse Extract (Update)	
SOT	SP-09	Wed,Mar 18,09		OARREG	Populate Expected Graduation Date & Term	
SOT	SP-09	Wed,Mar 18,09		OARREG	Remove E-Term Records	
SOT	SP-09	Wed,Mar 18,09		OARREG	Time Status Calculation (Update)	
SAR	SP-09	Fri,Mar 20,09	4:00 PM	OSAC	Deadline for Legacy Scholarship & Study Abroad Scholarship Feesrefunds	STDS
AC	SP-09	Fri,Mar 20,09	5:00 PM	STDS	Deadline for tuition & fees refund for second-half-session course range change	
AC	SP-09	Fri,Mar 20,09	11:00 PM	STDS	Deadline for UG sts to add a second-half-session course	COLL
AC	SP-09	Sat,Mar 21,09	1:00 PM		Begin Spring Vacation	
SAR	SP-09	Mon,Mar 23,09	4:00 PM	OSAC	SAR/GAR due date	STDS
OFMS	FL-09	Mon,Mar 23,09		RGST	Non-repeatable with Additional Schedule Types report	RGST
OFMS	SU-09	Mon,Mar 23,09		RGST	Non-repeatable with Additional Schedule Types report	RGST
OFMS	SP-10	Mon,Mar 23,09		SYSC	Request Class Schedule Term Roll in AUDIT - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
OFMS	SP-09	Tue,Mar 24,09		FNEX	FMS posts final exam schedule to FMS website	FNEX
OFMS	SP-10	Wed,Mar 25,09		SYSC	Request Class Schedule Term Roll in AUDIT - 2nd Run - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
OFMS	SP-10	Fri,Mar 27,09		SYSC	Request Class Schedule Term Roll in UPDATE - BNR_SCSD1_TERMROLL_UPD_CHN	SYSC
AC	SP-09	Sun,Mar 29,09			End Spring vacation	
OFMS	SP-09	Sun,Mar 29,09		CTLG	Post to web First Quarter Report of Course Changes	CTLG
AC	SP-09	Mon,Mar 30,09	7:00 AM		Begin tenth week of classes	
AC	SP-09	Mon,Mar 30,09	7:00 AM		Instruction resumes after Spring Break	

OAR Operations Calendar
August 2008 - August 2009

PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
ADM	FL-09	Mon,Mar 30,09	8:00 AM	ADM	Begin Transfer Deans' Reviews	
SOT	FL-09	Wed,Apr 1,09		OARREG	Verify web registration is enabled (SOATERM)	
SAR	SP-09	Thu,Apr 2,09	5:00 PM	OSAC	Deadline for end of month processing	
REG	SP-09	Fri,Apr 3,09	5:00 PM	STDS	Deadline for 40% Refund	
SOT	SU-09	Fri,Apr 3,09		OARREG	Verify web registration is enabled (SOATERM)	
SOT	FL-09	Sat,Apr 4,09		OARREG	Begin priority registration	
AC	SP-09	Mon,Apr 6,09	7:00 AM		Begin eleventh week of classes	
DEG	FA-09	Mon,Apr 6,09	8:00 AM	AITS	Web Entry Begins for August - Web for Students	STUDENT
DEG	FA-09	Mon,Apr 6,09	8:00 AM	AITS	Web Entry Begins for October & December - Web for Students	STUDENT
SAR	SP-09	Mon,Apr 6,09	12:00 PM	OSAC	View account information on line	STDS
DEG	SP-09	Mon,Apr 6,09	1:00 PM	SAGGS	Second Pending Degree List to graduate departments — May	DEPT
ADM	FL-09	Mon,Apr 6,09		ADM	Deans' Review Update (NOAs dated Apr. 5)	
OFMS	SU-09	Mon,Apr 6,09		CSCH	Banner opens for Registration	FYI
OFMS	FL-09	Mon,Apr 6,09		CSCH	Banner opens for Registration	FYI
SNPSHT	FL-09	Mon,Apr 6,09		DS	First day of early registration	
SNPSHT	SU-09	Mon,Apr 6,09		DS	First day of early registration	
SOT	SU-09	Mon,Apr 6,09		OARREG	Begin priority registration	
REG	SP-09	Fri,Apr 10,09	11:00 PM	STDS	Deadline for GRAD sts to add a second-half-session course	GRAD
OFMS	SP-10	Fri,Apr 10,09		CSCH	FMS updates classroom allocation list	CSCH
AC	SP-09	Mon,Apr 13,09	7:00 AM		Begin twelfth week of classes	
OFMS	SP-09	Mon,Apr 13,09		DATA	Mixed Grade Mode Mismatch Report (ran by OAR; we assist with data clean-up)	DATA
SOT	FL-09	Thu,Apr 16,09		OARREG	Begin running UGTP Process	
AC	SP-09	Fri,Apr 17,09	5:00 PM	STDS	CR/NC option deadline for UG sts. in a second-half-session	COLL
REG	SP-09	Fri,Apr 17,09	5:00 PM	STDS	Deadline for GRAD sts to take final exam for doctoral deg in May	GRAD
AC	SP-09	Fri,Apr 17,09	11:00 PM	STDS	Deadline for UG sts to drop a second-half-session course w/o acad. penalty	COLL
REG	SP-09	Fri,Apr 17,09	11:00 PM	STDS	Deadline for GRAD sts to drop a semester course	GRAD
REG	SP-09	Fri,Apr 17,09	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a semester course	GRAD
REG	SP-09	Fri,Apr 17,09	11:00 PM	STDS	Deadline for GRAD sts to withdraw without a grade of "W"	GRAD
AC	SP-09	Mon,Apr 20,09	7:00 AM		Begin thirteenth week of classes	
OFMS	SP-09	Mon,Apr 20,09		DATA	FMS sends email to remind OAR to run Grade Mode and Gradable Error reports	DATA

OAR Operations Calendar
August 2008 - August 2009

PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
OFMS	SP-09	Mon, Apr 20, 09		DATA	Mixed Grade Mode Mismatch Report (ran by OAR; we assist with data clean-up)	DATA
OFMS	SP-09	Mon, Apr 20, 09		DATA	Sections without Instructors report	DATA
OFMS	SU-09	Tue, Apr 21, 09		RGST	Enrollment vs Room Capacity - begin running report	RGST
SAR	SP-09	Wed, Apr 22, 09	4:00 PM	OSAC	SAR/GAR due date	STDS
OFMS	SP-10	Wed, Apr 22, 09		SYSC	Request Class Schedule extract for proof copy & provide run-time schedule (begin running tues-sat)	SYSC
DEG	SP-09	Fri, Apr 24, 09	1:00 PM	SAGGS	Send FIRST verification email to students concerning acad rec, name and address — May	STUDENT
DEG	SP-09	Fri, Apr 24, 09	5:00 PM	DEPT	Second Pending Degree List due from Graduate Departments — May	SAGGS
DEG	SP-09	Fri, Apr 24, 09	5:00 PM	STUDENT	Deadline to add Graduate students to Pending Degree List — May	SAGGS
REG	SP-09	Fri, Apr 24, 09	5:00 PM	STDS	Deadline for GRAD sts to add name to May graduation list	GRAD
OFMS	SU-09	Fri, Apr 24, 09		CSCH	FMS emails departments of Assessment Deadlines affecting student schedules	CSCH
SNPSHT	FL-09	Fri, Apr 24, 09		DS	Last day of early registration	
SNPSHT	SU-09	Fri, Apr 24, 09		DS	Last day of early registration	
SNPSHT	SU-09	Fri, Apr 24, 09		DS	Last day of early registration	
OFMS	SP-10	Sat, Apr 25, 09		CSCH	Class Schedule initial copy to Departments	
AC	SP-09	Mon, Apr 27, 09	7:00 AM		Begin fourteenth week of classes	
EOT	SP-09	Mon, Apr 27, 09		OARREC	Send email to faculty to verify roster accuracy and, if necessary, instruct student to correct registration errors (late adds or drops)	
EOT	SP-09	Mon, Apr 27, 09		OARREC	Send email to colleges to verify grade mode, credit hours, honors learning agreements, etc.	
ADM	FL-09	Fri, May 1, 09	5:00 PM	ADM	Last day for freshmen to accept admission offer.	
REG	SP-09	Fri, May 1, 09	5:00 PM	STDS	Deadline for GRAD sts to deposit May master's degree theses	GRAD
REG	SP-09	Fri, May 1, 09	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a second-half-session course	GRAD
REG	SP-09	Fri, May 1, 09	11:00 PM	STDS	Deadline for GRAD sts to drop a second-half-session course	GRAD
EOT	SP-09	Fri, May 1, 09		OARREG	Run Class Roster process to generate alphabetized rosters for grade input - For All Parts of Term	
EOT	SP-09	Fri, May 1, 09		OARREC	Study Abroad and Thesis 599 sections are populated in batch with DFR grades and rolled to history	
EOT	SP-09	Fri, May 1, 09		OARREC	Remove SSBFSEC rows that are created with the Term Roll Update process (to prevent faculty from grading ungradable sections)	
SOT	FL-09	Fri, May 1, 09		OARREC	Update Test-Based Credit (TBC) processing parameters for Center for Teaching Excellence (CTE)	
SAR	SP-09	Sun, May 3, 09	5:00 PM	OSAC	Deadline for end of month processing	

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
AC	SP-09	Mon,May 4,09	7:00 AM		Begin fifteenth week of classes	
DEG	SP-09	Mon,May 4,09	1:00 PM	SAGGS	Send SECOND verification email to students concerning acad rec, name and address — May	STUDENT
AC	SP-09	Mon,May 4,09	5:00 PM	LAW	Last day of instruction - LAW	STDS
SOT	SU-09	Mon,May 4,09		OARREG	Begin data clean-up for 10-day and Clearing House	
SOT	SU-09	Mon,May 4,09		OARREG	Begin running UGTP Process	
EOT	SP-09	Mon,May 4,09		OARREC	Send email to faculty about grading deadlines	
EOT	SP-09	Mon,May 4,09		OARREC	Send email to faculty about grading students with HCLA's	
EOT	SP-09	Mon,May 4,09		OARREC	Check Faculty Web - Final Grades - Parts of Term 1, B, XM, LF and EMB to enable faculty to enter grades	
EOT	SP-09	Mon,May 4,09		OARREC	Check "Display Final Grade" option on SSAWSEC for Open Learning Sections to enable faculty to enter grades for those sections	
EOT	SP-09	Mon,May 4,09		OARREC	Batch grade interface (run daily beginning when grading is turned on – until day before grade deadline)	
EOT	SP-09	Mon,May 4,09		OARREC	SREG Missing Grades Report - Parts of Term 1, A, B, XM, LF and EMB courses (run daily beginning when grading is turned on – until grade deadline)	
AC	SP-09	Tue,May 5,09	7:00 AM	LAW	Reading day - no classes - no exams LAW	
SAR	SP-09	Tue,May 5,09	12:00 PM	OSAC	View account information on line	STDS
AC	SP-09	Wed,May 6,09	7:00 AM	LAW	Begin final examinations - LAW	STDS
AC	SP-09	Wed,May 6,09	10:00 PM		Last day of instruction - SPRING	
AC	SP-09	Thu,May 7,09	7:00 AM		Reading day - no classes - no exams	
REG	SP-09	Thu,May 7,09	5:00 PM	STDS	Deadline for GRAD sts to remove an "I" grade to prevent "F" by rule	GRAD
SOT	SU-09	Thu,May 7,09		OARREG	Begin Batch Fee Assessment (SFRFASC) (Full)	
AC	SP-09	Fri,May 8,09	8:00 AM		Begin final examinations	
REG	SP-09	Fri,May 8,09	5:00 PM	STDS	Deadline for GRAD sts to deposit May doctoral degree theses	GRAD
OFMS	SU-09	Fri,May 8,09		CSCH	Class Schedule - Department final course changes due before student assessments at 5:00 p.m.	CSCH
OFMS	SP-09	Fri,May 8,09		DATA	Course and Section Title Compare Report - posted to FMS website and archived (printed copy put in binder)	DATA
OFMS	SP-09	Fri,May 8,09		CSCH	First Day of Finals	FYI
SOT	SU-09	Sun,May 10,09		OARREG	Time Status Calculation (Audit)	
DEG	SP-09	Mon,May 11,09	5:00 PM	SAGGS	Final Pending Degree List to graduate departments — May	DEPT
SOT	SP-09	Mon,May 11,09		OARREG	Populate Expected Graduation Date & Term	
SOT	SP-09	Mon,May 11,09		OARREG	Remove E-Term Records	

OAR Operations Calendar
August 2008 - August 2009

PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
SOT	SP-09	Mon,May 11,09		OARREG	Time Status Calculation (Update)	
SOT	SU-09	Mon,May 11,09		OARREG	Update SOATERM to allow online assessment	
SOT	SU-09	Mon,May 11,09		OARREG	Begin Batch Fee Assessment (SFRFASC) (Collector)	
SOT	SP-09	Wed,May 13,09		OARREG	Clearinghouse Report (Audit)	
SOT	SP-09	Wed,May 13,09		OARREG	Populate Expected Graduation Date & Term	
SOT	SP-09	Wed,May 13,09		OARREG	Time Status Calculation (Update)	
SOT	SP-09	Wed,May 13,09		OARREG	Remove E-Term Records	
EOT	SP-09	Wed,May 13,09		OARREC	Run SHRROLL in audit mode, report errors only	
OFMS	SU-09	Thu,May 14,09		DATA	Courses Approved for S/U Grading Only - report posted on web	DATA
OFMS	FL-09	Thu,May 14,09		DATA	Courses Approved for S/U Grading Only - report posted on web	DATA
OFMS	SP-09	Thu,May 14,09		FYI	Download Room Chart Report	CSCH
OFMS	SP-09	Thu,May 14,09		CSCH	Last Day of Finals	FYI
OFMS	AY-09	Thu,May 14,09		SYSC	Request Class Schedule Term Roll in AUDIT - BNR_SCSD1_TERMROLL_AUD_CHN for Academic Year Term (AO)	SYSC
EOT	SP-09	Thu,May 14,09		OARREC	Update SU08 and FA08 "I" grades to F by Rule for Graduate Students	
AC	SP-09	Fri,May 15,09	5:00 PM	LAW	End final examinations - LAW	STDS
REG	SU-09	Fri,May 15,09	5:00 PM	STDS	Deadline for 100% Refund (S1, SF)	
AC	SP-09	Fri,May 15,09	10:00 PM		End final examinations	STDS
OFMS	SP-09	Fri,May 15,09		SYSC	Disable term in Astra	SYSC
OFMS	AY-09	Fri,May 15,09		SYSC	Request Class Schedule Term Roll in UPDATE - BNR_SCSD1_TERMROLL_UPD_CHN for Academic Year Term (AO)	SYSC
OFMS	AY-09	Fri,May 15,09		SYSC	Review output of Term Roll Audit - Academic Year Term (AO)	SYSC
SOT	SU-09	Sat,May 16,09		OARREG	Populate Expected Graduation Date & Term	
SOT	SU-09	Sat,May 16,09		OARREG	Clearinghouse Report (Audit)	
SOT	SU-09	Sat,May 16,09		OARREG	Remove E-Term Records	
AC	SP-09	Sun,May 17,09	10:00 AM		Commencement exercises	
AC	SU-09	Mon,May 18,09	7:00 AM		Begin instruction on campus - First day of classes (S1, SF)	
OFMS	SU-09	Mon,May 18,09		CSCH	First Day of Instruction	FYI
OFMS	SP-10	Mon,May 18,09		CSCH	FMS notifies web services to extract for preview	SYSC
OFMS	SP-10	Mon,May 18,09		RGST	Reserved Seat Restrictions - begin running report	RGST
SOT	SP-09	Tue,May 19,09		OARREG	Clearinghouse Extract (Update)	
SOT	SP-09	Tue,May 19,09		OARREG	Time Status Calculation (Update)	
SOT	SP-09	Tue,May 19,09		OARREG	Populate Expected Graduation Date & Term	

OAR Operations Calendar
August 2008 - August 2009

PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
SOT	SP-09	Tue,May 19,09		OARREG	Remove E-Term Records	
EOT	SP-09	Tue,May 19,09		OARREC	Run SHRROLL in audit mode, report errors only	
EOT	SP-09	Fri,May 22,09	12:00 PM	OARREC	Final deadline for submitting all grades via Web Self-Service at 12:00 NOON	
SAR	SP-09	Fri,May 22,09	4:00 PM	SAR	SAR/GAR due date	STDS
AC	SU-09	Fri,May 22,09	5:00 PM	STDS	Deadline for tuition & fees refund if reducing range (S1)	
REG	SU-09	Fri,May 22,09	5:00 PM	STDS	Deadline for 80% Refund (S1)	
AC	SU-09	Fri,May 22,09	11:00 PM	STDS	Deadline for UG sts to add a four-week course (S1)	COLL
REG	SU-09	Fri,May 22,09	11:00 PM	STDS	Deadline for GRAD sts to add a semester course (S1)	GRAD
OFMS	SP-09	Fri,May 22,09		SYSC	Request Archive of Class Schedule and Catalog Data on web	SYSC
SNPSHT	SP-09	Fri,May 22,09		DS	After Grade Roll	
EOT	SP-09	Fri,May 22,09		OARREC	Run SHRROLL in audit mode, report errors only (morning)	
EOT	SP-09	Fri,May 22,09		OARREC	Shut off web entry of grades after deadline at 12:01 PM	
EOT	SP-09	Fri,May 22,09		OARREC	Prepare NR file (afternoon)	
EOT	SP-09	Fri,May 22,09		OARREC	Run Grade interface – to apply NR grades to SFRSTCR records (afternoon)	
EOT	SP-09	Fri,May 22,09		OARREC	Run final grade roll (SHRROLL) – update mode, report errors only	
EOT	SP-09	Fri,May 22,09		OARREC	Run GPA calculation after the final grade roll is finished	
EOT	SP-09	Fri,May 22,09		OARREC	Run Final Graded Roster for Colleges & Departments to have documentation for all grades that were entered (SFRSLST) (SR1RSTG01S)	
EOT	SP-09	Fri,May 22,09		OARREC	Run SHRASTD academic standing in audit mode and view output on Reports	
EOT	SP-09	Fri,May 22,09		OARREC	Run SHRASTD academic standing in update mode and view output on Reports	
EOT	SP-09	Fri,May 22,09		OARREC	Run grade mailer process (SHRGRDE)	
OFMS	FL-09	Sat,May 23,09		CSCH	FMS assigns Intensive English Institute rooms	CSCH
SOT	FL-09	Sat,May 23,09		OARDM	Verify rules are correct for updating student type.	
EOT	SP-09	Sat,May 23,09		OARREC	Turn on 'display final grade' on SOATERM to display grades on the web	
EOT	SP-09	Sat,May 23,09		OARREC	Students can view final grades from the Web	
EOT	SP-09	Sun,May 24,09		OARREC	Run the Deferred, Incomplete, Administrative Grades Report (SH1DINR01B)	
EOT	SP-09	Sun,May 24,09		OARREC	Run the Academic Standing Reports for the colleges (SH1ASTD01Z, SH1ASTD02Z, SH1ASTD03Z)	
AC	SU-09	Mon,May 25,09	7:00 AM		Memorial Day (all-campus holiday)	
AC	SU-09	Mon,May 25,09	7:00 AM		Begin second week of classes (S1, SF)	
AC	SU-09	Tue,May 26,09	7:00 AM	LAW	Begin instruction on campus - LAW summer session	
DEG	SP-09	Tue,May 26,09	4:45 PM	AIT5	First PDL batch degree load to Banner - Audit Mode — May	
DEG	SP-09	Tue,May 26,09	5:00 PM	DEPT	Final Pending Degree List due from graduate departments — May	SAGGS

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
EOT	SP-09	Tue,May 26,09		OARREC	Begin academic standing reviews by colleges. Initial review, make changes to end of term academic standing assignment, enter AS overrides, follow-up reviews, etc.	
EOT	SP-09	Tue,May 26,09		OARREC	Run Grade Change Report (SH1GDCH01B)	
DEG	SP-09	Wed,May 27,09	4:45 PM	AIT5	First PDL batch degree load to Banner - Update Mode — May	STUDENT
OFMS	SP-10	Wed,May 27,09		CSCH	Catalog - extract posted to web preview site	SYSC
OFMS	SP-10	Wed,May 27,09		CSCH	Class Schedule posted to preview site	
SOT	SU-09	Wed,May 27,09		OARREG	Remove E-Term Records	
TOS	SP-09	Thu,May 28,09	5:00 PM	OARREG	Create transcripts on hold for grades	
OFMS	SU-09	Thu,May 28,09		SYSC	Create Astra of 10th day information new scenario file	SYSC
AC	SU-09	Fri,May 29,09	5:00 PM	STDS	CR/NC option deadline for UG sts. in a S1 four week course (S1)	COLL
REG	SU-09	Fri,May 29,09	5:00 PM	STDS	Deadline for 60% Refund (S1)	
REG	SU-09	Fri,May 29,09	5:00 PM	STDS	Deadline for 90% Refund (SF)	
AC	SU-09	Fri,May 29,09	11:00 PM	STDS	Deadline for UG sts to drop a four-week course w/o acad. penalty (S1)	COLL
AC	SU-09	Fri,May 29,09	11:00 PM	STDS	Deadline for UG sts to withdraw without a grade of "W" (S1)	COLL
EOT	SP-09	Fri,May 29,09		OARREC	Run SHRASTD dean's list in audit mode and view output on Reports	
SNPSHT	FL-09	Sun,May 31,09		DS	Day before first day of summer orientation	
AC	FL-09	Mon,Jun 1,09	7:00 AM		Begin "Get Ready for Illinois" (Summer Orientation Program for new students)	
AC	SU-09	Mon,Jun 1,09	7:00 AM		Begin third week of classes (S1, SF)	
OFMS	FL-09	Mon,Jun 1,09		EVNT	Begin processing events	EVNT
EOT	SP-09	Mon,Jun 1,09		OARREC	Run SHRASTD dean's list in update mode and view output on Reports	
SAR	SP-09	Wed,Jun 3,09	5:00 PM	OSAC	Deadline for end of month processing	
EOT	SP-09	Thu,Jun 4,09		OARREC	Run the Student Type Update process in audit mode (SHRTYPE)	
REG	SU-09	Fri,Jun 5,09	5:00 PM	STDS	Deadline for 40% Refund (S1)	
REG	SU-09	Fri,Jun 5,09	5:00 PM	STDS	Deadline for 80% Refund (SF)	
REG	SU-09	Fri,Jun 5,09	11:00 PM	STDS	Deadline for GRAD sts to withdraw without a grade of "W" (S1)	GRAD
REG	SU-09	Fri,Jun 5,09	11:00 PM	STDS	Deadline for GRAD sts to drop a four-weeks course (S1)	GRAD
REG	SU-09	Fri,Jun 5,09	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a four-week course (S1)	GRAD
EOT	SP-09	Fri,Jun 5,09		OARREG	Scan Audit Report for errors (SHRTYPE)	
AC	SU-09	Mon,Jun 8,09	7:00 AM		Begin fourth week of classes (S1, SF)	
EOT	SU-09	Mon,Jun 8,09		OARREC	Check Faculty Web - Final Grades - Parts of Term S1 to enable faculty to enter grades	

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
SAR	SU-09	Tue,Jun 9,09	12:00 PM	OSAC	View account information on line	STDS
EOT	SP-09	Wed,Jun 10,09		OARREC	Run the Student Type Update process in update mode to automatically update the student type on the general student record (SHRTYPE)	
DEG	SP-09	Thu,Jun 11,09	5:00 PM	AITS	Second PDL batch degree load to Banner - Audit Mode — May	
DEG	SP-09	Fri,Jun 12,09	5:00 PM	AITS	Second PDL batch degree load to Banner - Update Mode — May	STUDENT
AC	SU-09	Fri,Jun 12,09	5:00 PM		Last day of instruction - Summer S1 (4 week) (S1)	
REG	SU-09	Fri,Jun 12,09	5:00 PM	STDS	Deadline for 100% Refund (S2)	
REG	SU-09	Fri,Jun 12,09	5:00 PM	STDS	Deadline for 70% Refund (SF)	
AC	SU-09	Sat,Jun 13,09	5:30 PM		End final examinations - Summer S1 (4 week) (S1)	STDS
SOT	SU-09	Sat,Jun 13,09		OARREG	Time Status Calculation (Update) (S2)	
SNPSHT	SU-09	Sun,Jun 14,09		DS	Day before first day of class (S2)	
AC	SU-09	Mon,Jun 15,09	7:00 AM		Begin instruction on campus - First day of classes S2, S2A (S2)	
OFMS	SU-09	Mon,Jun 15,09		CSCH	FMS checks list of Pending sections for purpose of releasing rooms	CSCH
TOS	SP-09	Wed,Jun 17,09	5:01 PM	OARREG	Create transcripts on hold for MAY degrees	
DEG	SP-09	Thu,Jun 18,09	4:45 PM	AITS	Final PDL batch degree load to Banner - Audit Mode — May	
SOT	SU-09	Thu,Jun 18,09		OARREG	Time Status Calculation (Audit) (S2)	
DEG	SP-09	Fri,Jun 19,09	4:45 PM	AITS	Deadline to enter data in Pending Degree List Application (PDL) — May	COLL
DEG	SP-09	Fri,Jun 19,09	4:45 PM	AITS	Final PDL batch degree load to Banner - Update Mode — May	STUDENT
REG	SU-09	Fri,Jun 19,09	5:00 PM	STDS	Deadline for 60% Refund (SF)	
REG	SU-09	Fri,Jun 19,09	5:00 PM	STDS	Deadline for 90% Refund (S2)	
AC	SU-09	Fri,Jun 19,09	11:00 PM	STDS	Deadline for UG sts to add a first-half-session course (S2)	COLL
SOT	SU-09	Fri,Jun 19,09		OARREG	Cohort Load Process (S2)	
SOT	SU-09	Sun,Jun 21,09		OARREG	Remove E-Term Records	
AC	SU-09	Mon,Jun 22,09	7:00 AM		Begin second week of classes (S2)	
DEG	SP-09	Mon,Jun 22,09	8:30 AM	AITS	Final degree list available on View Direct — May	COLL
DEG	SP-09	Mon,Jun 22,09	8:30 AM	AITS	Final degree list available to Office of Publication — May	PUB
SAR	SU-09	Mon,Jun 22,09	4:00 PM	SAR	SAR/GAR due date	STDS
OFMS	SU-09	Mon,Jun 22,09		RGST	Zero Section with Enrollment - begin running report	RGST
SOT	FL-09	Mon,Jun 22,09		OARREC	Verify Current Dean's List requirements by college	
AC	SU-09	Tue,Jun 23,09	5:00 PM	STDS	Deadline for tuition & fees refund if reducing range (S2)	
AC	SU-09	Tue,Jun 23,09	11:00 PM	STDS	Deadline for UG sts to add an eight-weeks course (S2)	AITS
DEG	SU-09	Tue,Jun 23,09	11:59 PM	AITS	Web Entry Ends for August PDL - Web for Students (S2)	STUDENT
OFMS	SU-09	Tue,Jun 23,09		DATA	Sections without Instructors report	DATA

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
SNPSHT	SU-09	Tue,Jun 23,09		DS	Last day to add classes/10th day of class (census) (S2)	
DEG	SU-09	Wed,Jun 24,09	5:00 PM	SAGGS	First Pending Degree List to graduate departments — August	DEPT
OFMS	SU-09	Wed,Jun 24,09		DATA	Grade Mode Mismatch Section vs Student Registration report	DATA
SOT	SU-09	Wed,Jun 24,09		OARREG	Update SOATERM to allow online time status calculation (S2)	
DEG	SP-09	Thu,Jun 25,09	1:00 PM	SAGGS	Submit diploma order to Diploma Printing Company — May	
SOT	SU-09	Thu,Jun 25,09		OARREG	Clearinghouse Extract (Update) (S2)	
SOT	SU-09	Thu,Jun 25,09		OARREG	Time Status Calculation (Update) (S2)	
SOT	SU-09	Thu,Jun 25,09		OARREG	Populate Expected Graduation Date & Term (S2)	
AC	SU-09	Fri,Jun 26,09	5:00 PM	STDS	CR/NC option deadline for UG sts. in a first-half-session course (S2)	COLL
REG	SU-09	Fri,Jun 26,09	5:00 PM	STDS	Deadline for 50% Refund (SF)	
REG	SU-09	Fri,Jun 26,09	5:00 PM	STDS	Deadline for 80% Refund (S2)	
AC	SU-09	Fri,Jun 26,09	11:00 PM	STDS	Deadline for UG sts to drop a first-half-session course w/o acad. Penalty (S2)	COLL
REG	SU-09	Fri,Jun 26,09	11:00 PM	STDS	Deadline for GRAD sts to add a first-half-session course (S2A)	GRAD
REG	SU-09	Fri,Jun 26,09	11:00 PM	STDS	Deadline for GRAD sts to add a semester course (S2)	GRAD
OFMS	SP-10	Fri,Jun 26,09		CSCH	Class Schedule - initial copy changes done by departments (FMS begins scheduling rooms)	CSCH
OFMS	SU-09	Sun,Jun 28,09		CTLG	Post to web Second Quarter Report of Course Changes	CTLG
AC	SU-09	Mon,Jun 29,09	7:00 AM		Begin third week of classes (S2)	
OFMS	SU-09	Mon,Jun 29,09		FNEX	FMS notifies departments to submit request for final exams	FNEX
SOT	FL-09	Mon,Jun 29,09		OARREC	Verify current Dean's List requirements by College	
OFMS	SU-09	Wed,Jul 1,09		FNEX	Download Class Schedule Extract - used for scheduling final exams	FNEX
REG	SU-09	Fri,Jul 3,09	5:00 PM	STDS	Deadline for 70% Refund (S2)	
SAR	SU-09	Fri,Jul 3,09	5:00 PM	OSAC	Deadline for end of month processing	
REG	SU-09	Fri,Jul 3,09	11:00 PM	STDS	Deadline for GRAD sts to drop a first-half-session course (S2A)	GRAD
REG	SU-09	Fri,Jul 3,09	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a first-half-session course (S2A)	GRAD
OFMS	SU-09	Fri,Jul 3,09		CSCH	Class Schedule - priority in classrooms ends	CSCH
OFMS	SU-09	Fri,Jul 3,09		FNEX	Final exam requests due from departments	FNEX
SNPSHT	SP-09	Fri,Jul 3,09		DS	Final grade (first Friday 42 days after Academic Standing Processing)	
AC	SU-09	Sat,Jul 4,09	7:00 AM		Independence Day (S2)	
OFMS	SU-09	Sat,Jul 4,09		CSCH	Events - priority in classrooms begins	EVNT
OFMS	SU-09	Mon,Jul 6,09		FNEX	FMS begins scheduling final exams	FNEX

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
EOT	SU-09	Mon, Jul 6, 09		OARREC	Check Faculty Web - Final Grades - Part of Term S2A to enable faculty to enter grades	
DEG	SU-09	Tue, Jul 7, 09	5:00 PM	DEPT	First Pending Degree List due from graduate departments — August	SAGGS
REG	SU-09	Tue, Jul 7, 09	5:00 PM	STDS	Deadline for GRAD sts to add name to August graduation list	GRAD
DEG	SU-09	Wed, Jul 8, 09	5:00 PM	STUDENT	Deadline to add Graduate students to Pending Degree List — August	SAGGS
SAR	SU-09	Thu, Jul 9, 09	12:00 PM	OSAC	View account information on line	STDS
AC	FL-09	Fri, Jul 10, 09	5:00 PM		End "Get Ready for Illinois" (Summer Orientation Program for new students)	
AC	SU-09	Fri, Jul 10, 09	5:00 PM	STDS	CR/NC option deadline for UG sts. in a semester course (S2)	COLL
REG	SU-09	Fri, Jul 10, 09	5:00 PM	STDS	Deadline for 40% Refund (SF)	
REG	SU-09	Fri, Jul 10, 09	5:00 PM	STDS	Deadline for 50% Refund (S2)	
AC	SU-09	Fri, Jul 10, 09	11:00 PM	STDS	Deadline for UG sts to drop an eight-weeks course w/o acad. penalty (S2)	COLL
AC	SU-09	Fri, Jul 10, 09	11:00 PM	STDS	Deadline for UG sts to withdraw without a grade of "W" (S2)	COLL
SNPSHT	SU-09	Fri, Jul 10, 09		DS	Last day to drop classes (S2)	
AC	SU-09	Mon, Jul 13, 09	7:00 AM		Begin second-half-session course - MID-TERM (S2)	
AC	SU-09	Mon, Jul 13, 09	7:00 AM		Begin fifth week of classes (S2)	
SNPSHT	FL-09	Mon, Jul 13, 09		DS	Last day of summer orientation	
OFMS	SU-09	Thu, Jul 16, 09		DATA	Grade Mode Mismatch Section vs Student Registration report	DATA
REG	SU-09	Fri, Jul 17, 09	5:00 PM	STDS	Deadline for 40% Refund (S2)	
AC	SU-09	Fri, Jul 17, 09	11:00 PM	STDS	Deadline for UG sts to add a second-half-session course (S2)	COLL
AC	SU-09	Mon, Jul 20, 09	7:00 AM		Begin sixth week of classes (S2)	
ADM	FL-09	Mon, Jul 20, 09	5:00 PM	ADM	Send first warning letter to freshman and transfer accepts with missing final transcripts.	
OFMS	SU-09	Mon, Jul 20, 09		FNEX	FMS posts final exam schedule to FMS website	FNEX
SAR	SU-09	Thu, Jul 23, 09	4:00 PM	OSAC	SAR/GAR due date	STDS
OFMS	SU-09	Thu, Jul 23, 09		DATA	Sections without Instructors report	DATA
DEG	SU-09	Fri, Jul 24, 09	1:00 PM	SAGGS	Send FIRST verification email to students concerning name and address — August	STUDENT
AC	SU-09	Fri, Jul 24, 09	5:00 PM	STDS	CR/NC option deadline for UG sts. in a second-half-session (S2)	COLL
AC	SU-09	Fri, Jul 24, 09	5:00 PM	LAW	Last day of instruction - LAW summer session	STDS
AC	SU-09	Fri, Jul 24, 09	11:00 PM	STDS	Deadline for UG sts to drop a second-half-session course w/o acad. Penalty (S2)	COLL
REG	SU-09	Fri, Jul 24, 09	11:00 PM	STDS	Deadline for GRAD sts to drop a semester course (S2)	GRAD

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
REG	SU-09	Fri,Jul 24,09	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a semester course (S2)	GRAD
REG	SU-09	Fri,Jul 24,09	11:00 PM	STDS	Deadline for GRAD sts to withdraw without a grade of "W" (S2)	GRAD
REG	SU-09	Fri,Jul 24,09	11:00 PM	STDS	Deadline for GRAD sts to add a second-half-session course (S2B)	GRAD
AC	SU-08	Mon,Jul 27,09	7:00 AM	LAW	Reading day - no classes - no exams LAW	
AC	SU-09	Mon,Jul 27,09	7:00 AM		Begin seventh week of classes (S2)	
EOT	SU-09	Mon,Jul 27,09		OARREC	Begin running Registration clean-up reports in preparation for grade collection	
EOT	SU-09	Mon,Jul 27,09		OARREC	Send email to colleges to verify grade mode, credit hours, honors learning agreements, etc.	
AC	SU-09	Tue,Jul 28,09	7:00 AM	LAW	Begin final examinations - LAW summer session	STDS
AC	SU-09	Thu,Jul 30,09	5:00 PM	LAW	End final examinations - LAW summer session	STDS
DEG	SU-09	Fri,Jul 31,09	1:00 PM	SAGGS	Send SECOND verification email to students concerning acad rec, name and address — August	STUDENT
REG	SU-09	Fri,Jul 31,09	5:00 PM	STDS	Deadline for GRAD sts to deposit August master's degree theses	GRAD
REG	SU-09	Fri,Jul 31,09	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a second-half-session course (S2B)	GRAD
REG	SU-09	Fri,Jul 31,09	11:00 PM	STDS	Deadline for GRAD sts to drop a second-half-session course (S2B)	GRAD
OFMS	FL-09	Fri,Jul 31,09		CSCH	FMS emails departments of Assessment Deadlines affecting student schedules	CSCH
EOT	SU-09	Fri,Jul 31,09		OARREG	Run Class Roster process to generate alphabetized rosters for grade input - For All Parts of Term	
EOT	SU-09	Fri,Jul 31,09		OARREC	Study Abroad and Thesis 599 sections are populated in batch with DFR grades and rolled to history	
EOT	SU-09	Fri,Jul 31,09		OARREC	Remove SSBFSEC rows that are created with the Term Roll Update process (to prevent faculty from grading ungradable sections)	
AC	SU-09	Mon,Aug 3,09	7:00 AM		Begin eighth week of classes (S2)	
OFMS	FL-09	Mon,Aug 3,09		RGST	Enrollment vs Room Capacity - begin running report	RGST
EOT	SU-09	Mon,Aug 3,09		OARREC	Send email to faculty about grading deadlines	
EOT	SU-09	Mon,Aug 3,09		OARREC	Check Faculty Web - Final Grades - Parts of Term 1, LF, S2, S2B, SF and XM to enable faculty to enter grades	
EOT	SU-09	Mon,Aug 3,09		OARREC	Check "Display Final Grade" option on SSAWSEC for Open Learning Sections to enable faculty to enter grades for those sections	
EOT	SU-09	Mon,Aug 3,09		OARREC	Batch grade interface (run daily beginning when grading is turned on – until day before grade deadline)	

OAR Operations Calendar
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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
EOT	SU-09	Mon, Aug 3, 09		OARREC	SREG Missing Grades Report - Parts of Term 1, LF, S1, S2, S2A, S2B, SF and XM courses (run daily beginning when grading is turned on – until grade deadline)	
SAR	SU-09	Tue, Aug 4, 09	5:00 PM	OSAC	Deadline for end of month processing	
OFMS	FL-09	Wed, Aug 5, 09		DATA	Discovery Enrollment Report - begin data clean-up, report run by Provost's Office	DATA
AC	SU-08	Thu, Aug 6, 09	7:00 AM		Last day of instruction - Summer Session S2, S2B, 1, SF	
AC	SU-09	Thu, Aug 6, 09	12:00 PM		Reading day - no classes - no exams (S2)	
AC	SU-09	Fri, Aug 7, 09	7:00 AM		Begin final examinations (S2, S2B, 1, SF)	
SAR	SU-09	Fri, Aug 7, 09	12:00 PM	OSAC	View account information on line	STDS
OFMS	SU-09	Fri, Aug 7, 09		DATA	Course and Section Title Compare Report - posted to FMS website and archived (printed copy put in binder)	DATA
OFMS	SU-09	Fri, Aug 7, 09		CSCH	First Day of Finals	FYI
EOT	SU-09	Fri, Aug 7, 09		OARREC	Run SHRROLL in audit mode, report errors only	
AC	SU-09	Sat, Aug 8, 09	5:30 PM		End final examinations (S2, S2B, 1, SF)	STDS
OFMS	SU-09	Sat, Aug 8, 09		SYSC	Disable term in Astra	SYSC
OFMS	SU-09	Sat, Aug 8, 09		FYI	Download Room Chart Report	CSCH
OFMS	SU-09	Sat, Aug 8, 09		CSCH	Last Day of Finals	FYI
SOT	FL-09	Sat, Aug 8, 09		OARREG	Begin data clean-up for 10-day and Clearing House	
SOT	SU-09	Mon, Aug 10, 09		OARREG	Remove E-Term Records (S2)	
SOT	SU-09	Mon, Aug 10, 09		OARREG	Time Status Calculation (Update) (S2)	
SOT	SU-09	Mon, Aug 10, 09		OARREG	Populate Expected Graduation Date & Term (S2)	
SOT	SU-09	Mon, Aug 10, 09		OARREG	Clearinghouse Report (Audit) (S2)	
AC	SU-08	Mon, Aug 10, 09			Degree conferral date (August)	
EOT	SU-09	Tue, Aug 11, 09		OARREC	Run SHRROLL in audit mode, report errors only	
SOT	FL-09	Thu, Aug 13, 09		OARREG	Begin Batch Fee Assessment (SFRFASC) (Full)	
SOT	SU-09	Thu, Aug 13, 09		OARREG	Time Status Calculation (Update) (S2)	
SOT	SU-09	Thu, Aug 13, 09		OARREG	Remove E-Term Records (S2)	
SOT	SU-09	Thu, Aug 13, 09		OARREG	Clearinghouse Extract (Update) (S2)	
SOT	SU-09	Thu, Aug 13, 09		OARREG	Populate Expected Graduation Date & Term (S2)	
EOT	SU-09	Fri, Aug 14, 09	12:00 PM	OARREC	Final deadline for submitting all grades via Web Self-Service at 12:00 NOON	
OFMS	FL-09	Fri, Aug 14, 09		CSCH	Class Schedule - Department final course changes due before student assessments at 5:00 p.m.	CSCH
SOT	FL-09	Fri, Aug 14, 09		OARREG	Time Status Calculation (Audit)	
EOT	SU-09	Fri, Aug 14, 09		OARREC	Run SHRROLL in audit mode, report errors only (morning)	
EOT	SU-09	Fri, Aug 14, 09		OARREC	Shut off web entry of grades after deadline at 12:01 PM	

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
EOT	SU-09	Fri, Aug 14, 09		OARREC	Prepare NR file (afternoon)	
EOT	SU-09	Fri, Aug 14, 09		OARREC	Run Grade interface – to apply NR grades to SFRSTCR records (afternoon)	
EOT	SU-09	Fri, Aug 14, 09		OARREC	Run final grade roll (SHRROLL) – update mode, report errors only	
EOT	SU-09	Fri, Aug 14, 09		OARREC	Run GPA calculation after the final grade roll is finished	
EOT	SU-09	Fri, Aug 14, 09		OARREC	Run Final Graded Roster for Colleges & Departments to have documentation for all grades that were entered (SFRSLST) (SR1RSTG01S)	
EOT	SU-09	Fri, Aug 14, 09		OARREC	Run SHRASTD academic standing in audit mode and view output on Reports	
EOT	SU-09	Fri, Aug 14, 09		OARREC	Run SHRASTD academic standing in update mode and view output on Reports	
EOT	SU-09	Fri, Aug 14, 09		OARREC	Run grade mailer process (SHRGRDE)	
SNPSHT	SU-09	Sat, Aug 15, 09		DS	After Grade Roll	
SOT	FL-09	Sat, Aug 15, 09		OARREG	Update SOATERM to allow online assessment	
EOT	SU-09	Sat, Aug 15, 09		OARREC	Turn on 'display final grade' on SOATERM to display grades on the web	
EOT	SU-09	Sat, Aug 15, 09		OARREC	Students can view final grades from the Web	
EOT	SU-09	Sun, Aug 16, 09		OARREC	Run the Deferred, Incomplete, Administrative Grades Report (SH1DINR01B)	
EOT	SU-09	Sun, Aug 16, 09		OARREC	Run the Academic Standing Reports for the colleges (SH1ASTD01Z, SH1ASTD02Z, SH1ASTD03Z)	
TOS	SU-09	Mon, Aug 17, 09	5:00 PM	OARREG	Create transcripts on hold for grades S2	
OFMS	SU-09	Mon, Aug 17, 09		SYSC	Request Archive of Class Schedule and Catalog Data on web	SYSC
SOT	FL-09	Mon, Aug 17, 09		OARREG	Begin Batch Fee Assessment (SFRFASC) (Collector)	
EOT	SU-09	Mon, Aug 17, 09		OARREC	Begin academic standing reviews by colleges. Initial review, make changes to end of term academic standing assignment, enter AS overrides, follow-up reviews, etc.	
EOT	SU-09	Mon, Aug 17, 09		OARREC	Run Grade Change Report (SH1GDCH01B)	
EOT	SU-09	Mon, Aug 17, 09		OARREC	Run the Student Type Update process in audit mode (SHRTYPE)	
EOT	SU-09	Tue, Aug 18, 09		OARREG	Scan Audit Report for errors (SHRTYPE)	
EOT	SU-09	Wed, Aug 19, 09		OARREC	Run the Student Type Update process in update mode to automatically update the student type on the general student record (SHRTYPE)	
TOS	SU-09	Thu, Aug 20, 09	5:00 PM	OARREG	Create transcripts on hold for AUGUST degrees S2	
SOT	FL-09	Sat, Aug 22, 09		OARREG	Clearinghouse Report (Audit)	
SOT	FL-09	Sat, Aug 22, 09		OARREG	Time Status Calculation (Update)	
SOT	FL-09	Sat, Aug 22, 09		OARREG	Populate Expected Graduation Date & Term	
SOT	FL-09	Sat, Aug 22, 09		OARREG	Remove E-Term Records	
SNPSHT	FL-09	Sun, Aug 23, 09		DS	Day before first day of class	
AC	FL-08	Mon, Aug 24, 09	7:00 AM	LAW	Begin instruction on campus - LAW	
AC	FL-09	Mon, Aug 24, 09	7:00 AM		Begin instruction on campus - First day of classes	
SAR	SU-09	Mon, Aug 24, 09	4:00 PM	SAR	SAR/GAR due date	STDS

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PROCESS	Term	DATE	Time	I-Unit	Event	R-Unit
ADM	FL-09	Mon, Aug 24, 09	5:00 PM	ADM	Update decision rules in Banner for SP10 & FA10	
ADM	FL-09	Mon, Aug 24, 09		ADM	Rescind admission offers or place registration holds on students who have accepted our admission offer but not submitted final transcripts.	
ADM	FL-09	Mon, Aug 24, 09			AppWorx chains (PGPA calculation, decision assignment, high-school characteristics) must be updated for new processing terms	
ADM	FL-09	Mon, Aug 24, 09			Update letters & reports for the new processing year (Profiles - high school characteristic year)	
OFMS	FL-09	Mon, Aug 24, 09		CSCH	First Day of Instruction	FYI
OFMS	FL-09	Mon, Aug 24, 09		CSCH	FMS checks list of Pending sections for purpose of releasing rooms	CSCH
ADM	FL-09	Thu, Aug 27, 09	8:00 AM	ADM	Nondegree registration begins.	
OFMS	SU-10	Thu, Aug 27, 09		CSCH	OAR & FMS setup term controls	
OFMS	FL-10	Fri, Aug 28, 09		CSCH	OAR & FMS setup term controls	