

Office of the Registrar Operations Calendar
August 2009 - August 2010

Process	Term		Time	I-Unit	Event	R-Unit
EOT	SU-09	Mon, 03-Aug-09	8:00 AM	ORREC	Send email to faculty about grading deadlines	
EOT	SU-09	Mon, 03-Aug-09	8:10 AM	ORREC	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, 03-Aug-09	8:20 AM	ORREC	Check "Display Fina Grade" option on SSAWSEC for Open Learning Sections to enable faculty to enter grades for those sections	
EOT	SU-09	Mon, 03-Aug-09	8:30 AM	ORREC	Batch grade interface (run daily beginning when grading is turned on - until day before grade deadline)	
EOT	SU-09	Mon, 03-Aug-09	8:40 AM	ORREC	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)	
SOT	SU-09	Mon, 03-Aug-09		ORREG	Populate Expected Graduation Date & Term (S2)	
SOT	SU-09	Mon, 03-Aug-09		ORREG	Time Status Calculation (Update) (S2)	
SOT	SU-09	Mon, 03-Aug-09		ORREG	Clearinghouse Report (Audit) (S2)	
SOT	SU-09	Mon, 03-Aug-09		ORREG	Remove E-Term Records (S2)	
DARwin	FL-09	Tue, 04-Aug-09	8:30 AM	AIT5	Degree List shortage jobs for ACES, ALS, AVI, CBA, COMM, EDU, LAS	COLL
SOT	SU-09	Thu, 06-Aug-09		ORREG	Remove E-Term Records (S2)	
SOT	SU-09	Thu, 06-Aug-09		ORREG	Clearinghouse Report (Audit) (S2)	
SOT	SU-09	Thu, 06-Aug-09		ORREG	Populate Expected Graduation Date & Term (S2)	
SOT	SU-09	Thu, 06-Aug-09		ORREG	Time Status Calculation (Update) (S2)	
SAR	SU-09	Fri, 07-Aug-09	8:00 AM	OSAC	View account information on line	
EOT	SU-09	Fri, 07-Aug-09		ORREC	Run SHRROLL in audit mode, report errors only	
HSG	FL-09	Fri, 07-Aug-09		HSG	Resident Advisors begin arriving on campus	
DARwin	FL-09	Sat, 08-Aug-09	8:30 AM	AIT5	Seniors batch job for CBA	COLL
HSG	FL-09	Sun, 09-Aug-09		HSG	Resident Advisors begin training	
DEG	FL-09	Mon, 10-Aug-09	5:00 PM	ORSAGGS	First Pending Degree List to graduate departments — October	DEPT
ID	FL-09	Mon, 10-Aug-09	5:00 PM	ID	Fall student ID valid	STDS
OFMS	SU-10	Mon, 10-Aug-09		CSCH	OR & FMS setup term controls	
SOT	SU-09	Tue, 11-Aug-09		ORREG	Remove E-Term Records (S2)	
EOT	SU-09	Tue, 11-Aug-09		ORREC	Run SHRROLL in audit mode, report errors only	
SOT	SU-09	Tue, 11-Aug-09		ORREG	Populate Expected Graduation Date & Term (S2)	
SOT	SU-09	Tue, 11-Aug-09		ORREG	Clearinghouse Report (Audit) (S2)	
SOT	SU-09	Tue, 11-Aug-09		ORREG	Time Status Calculation (Update) (S2)	
OFMS	SU-10	Wed, 12-Aug-09		SYSC	Request Class Schedule Term Roll in AUDIT - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
HSG	FL-09	Thu, 13-Aug-09		HSG	Begin daily HSG address feed	
OFMS	SU-10	Thu, 13-Aug-09		SYSC	Review output of Term Roll Audit	SYSC
EOT	SU-09	Fri, 14-Aug-09	8:00 AM	ORREC	Run SHRROLL in audit mode, report errors only (morning)	
EOT	SU-09	Fri, 14-Aug-09	12:00 PM	ORREC	Final deadline for submitting all grades via Web Self-Service at 12:00 NOON	
EOT	SU-09	Fri, 14-Aug-09	12:01 PM	ORREC	Shut off web entry of grades after deadline at 12:01 PM	
EOT	SU-09	Fri, 14-Aug-09	1:00 PM	ORREC	Prepare NR file (afternoon)	
EOT	SU-09	Fri, 14-Aug-09	1:15 PM	ORREC	Run Grade interface – to apply NR grades to SFRSTCR records (afternoon)	
EOT	SU-09	Fri, 14-Aug-09	1:30 PM	ORREC	Run final grade roll (SHRROLL) – update mode, report errors only	
EOT	SU-09	Fri, 14-Aug-09	1:40 PM	ORREC	Run GPA calculation after the final grade roll is finished	
EOT	SU-09	Fri, 14-Aug-09	1:50 PM	ORREC	Run Final Graded Roster for Colleges & Departments to have documentation for all grades that were entered (SFRSLST) (SR1RSTG01S)	
EOT	SU-09	Fri, 14-Aug-09	2:00 PM	ORREC	Run SHRASTD academic standing in audit mode and view output on Reports	

Process	Term		Time	I-Unit	Event	R-Unit
EOT	SU-09	Fri, 14-Aug-09	2:15 PM	ORREC	Run SHRASTD academic standing in update mode and view output on Reports	
EOT	SU-09	Fri, 14-Aug-09	2:30 PM	ORREC	Run grade mailer process (SHRGRDE)	
ADM	FL-10	Fri, 14-Aug-09	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-09	Fri, 14-Aug-09		CSCH	Class Schedule - Department final course changes due before student assessments at 5:00 p.m.	CSCH
SOT	FL-09	Fri, 14-Aug-09		ORREG	Time Status Calculation (Audit)	
SOT	FL-09	Fri, 14-Aug-09		ORREG	Remove E-Term Records	
SOT	FL-09	Fri, 14-Aug-09		ORREG	Clearinghouse Report (Audit)	
SOT	FL-09	Fri, 14-Aug-09		ORREG	Populate Expected Graduation Date & Term	
SOT	FL-09	Fri, 14-Aug-09		ORREG	Begin data clean-up for 10-day and Clearing House	
EOT	SU-09	Sat, 15-Aug-09	8:00 AM	ORREC	Turn on 'display final grade' on SOATERM to display grades on the web	
EOT	SU-09	Sat, 15-Aug-09	8:10 AM	ORREC	Students can view final grades from the Web	
SOT	FL-09	Sat, 15-Aug-09		ORREG	Begin Batch Fee Assessment (SFRFASC) (Full)	
HSG	SU-09	Sat, 15-Aug-09		HSG	Resident hall contracts end S2	
EOT	SU-09	Sun, 16-Aug-09		ORREC	Run the Deferred, Incomplete, Administrative Grades Report (SH1DINR01B)	
EOT	SU-09	Sun, 16-Aug-09		ORREC	Run the Academic Standing Reports for the colleges (SH1ASTD01Z, SH1ASTD02Z, SH1ASTD03Z)	
EOT	SU-09	Mon, 17-Aug-09	8:00 AM	ORREC	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, 17-Aug-09	8:10 AM	ORREC	Run Grade Change Report (SH1GDCH01B)	
EOT	SU-09	Mon, 17-Aug-09	8:20 AM	ORREC	Run the Student Type Update process in audit mode (SHRTYPE)	
DEG	SU-09	Mon, 17-Aug-09	4:45 PM	AIT5	First PDL batch degree load to Banner - Audit Mode — August	
DEG	SU-09	Mon, 17-Aug-09	5:00 PM	DEPT	Final Pending Degree List due from graduate departments — August	ORSAGGS
SOT	FL-09	Mon, 17-Aug-09		ORREG	Begin Batch Fee Assessment (SFRFASC) (Collector)	
SOT	FL-09	Mon, 17-Aug-09		ORREG	Update SOATERM to allow online assessment	
SOT	FL-09	Mon, 17-Aug-09		ORREG	Begin running Class Roster process to generate alphabetized rosters - All Parts of Term	
DEG	SU-09	Tue, 18-Aug-09	4:45 PM	AIT5	First PDL batch degree load to Banner - Update Mode — August	STDS
EOT	SU-09	Tue, 18-Aug-09		ORREG	Scan Audit Report for errors (SHRTYPE)	
OFMS	SU-10	Tue, 18-Aug-09		SYSC	Request Class Schedule Term Roll in AUDIT - 2nd Run - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
EOT	SU-09	Wed, 19-Aug-09		ORREC	Run the Student Type Update process in update mode to automatically update the student type on the general student record (SHRTYPE)	
OFMS	SU-10	Wed, 19-Aug-09		SYSC	Review output of Term Roll Audit - 2nd Run	SYSC
HSG	FL-09	Thu, 20-Aug-09	9:00 AM	HSG	Residence Halls open	
DEG	SU-09	Thu, 20-Aug-09	5:00 PM	AIT5	Second PDL batch degree load to Banner - Audit Mode — August	
ID	SU-09	Fri, 21-Aug-09	5:00 PM	ID	Summer student ID no longer valid (S2)	STDS
REG	FL-09	Fri, 21-Aug-09	5:00 PM	STDS	Deadline for 100% Refund	
DEG	SU-09	Fri, 21-Aug-09	5:00 PM	AIT5	Second PDL batch degree load to Banner - Update Mode — August	STDS
SOT	FL-09	Fri, 21-Aug-09		ORREG	Clearinghouse Report (Audit)	
SOT	FL-09	Fri, 21-Aug-09		ORREG	Time Status Calculation (Update)	
SOT	FL-09	Fri, 21-Aug-09		ORREG	Remove E-Term Records	
SOT	FL-09	Fri, 21-Aug-09		ORREG	Populate Expected Graduation Date & Term	
OFMS	SU-10	Fri, 21-Aug-09		SYSC	Request Class Schedule Term Roll in UPDATE - BNR_SCSD1_TERMROLL_UPD_CHN	SYSC
SNPSHT	FL-09	Sun, 23-Aug-09		DS	Day before first day of class	
AC	FL-09	Mon, 24-Aug-09	7:00 AM	LAW	Begin instruction on campus - LAW	
AC	FL-09	Mon, 24-Aug-09	7:00 AM		Begin instruction on campus - First day of classes	
ADM	FL-10	Mon, 24-Aug-09	5:00 PM	ADM	High school characteristics need to be rolled over to 2009.	

Process	Term		Time	I-Unit	Event	R-Unit
ADM	FL-10	Mon, 24-Aug-09	5:00 PM	ADM	AppWorx chains (PGPA calculation, decision assignment, letters, profiles) must be updated for new processing terms	
ADM	FL-10	Mon, 24-Aug-09	5:00 PM	ADM	Update letters & reports for the new processing year	
ADM	FL-10	Mon, 24-Aug-09	5:00 PM	ADM	Update decision rules in Banner for SP09 & FA09	
OFMS	FL-09	Mon, 24-Aug-09		CSCH	First Day of Instruction	FYI
OFMS	FL-09	Mon, 24-Aug-09		CSCH	FMS checks list of Pending sections for purpose of releasing rooms	CSCH
TOS	SU-09	Tue, 25-Aug-09	5:00 PM	ORREG	Create transcripts on hold for grades (S2)	
AC	FL-09	Tue, 25-Aug-09			Late Registration via Student Self-Service begins	
DEG	SU-09	Thu, 27-Aug-09	4:45 PM	AIT5	Final PDL batch degree load to Banner - Audit Mode — August	
SAR	SU-09	Fri, 28-Aug-09	4:00 PM	SAR	SAR/GAR due date	STDS
DEG	SU-09	Fri, 28-Aug-09	4:45 PM	AIT5	Final PDL batch degree load to Banner - Update Mode — August	STDS
DEG	SU-09	Fri, 28-Aug-09	4:45 PM	AIT5	Deadline to enter data in Pending Degree List Application (PDL) — August	COLL
AC	FL-09	Fri, 28-Aug-09	11:00 PM	STDS	Deadline for UG sts to add a first-half-session course	COLL
AC	FL-09	Fri, 28-Aug-09			Deadline to suppress directory information	
OFMS	SU-10	Fri, 28-Aug-09		CSCH	FMS notifies web services to extract for preview	SYSC
AC	FL-09	Mon, 31-Aug-09	7:00 AM		Begin second week of classes	
DEG	SU-09	Mon, 31-Aug-09	8:30 AM	AIT5	Final degree list available to Office of Publication — August	PUB
DEG	SU-09	Mon, 31-Aug-09	8:30 AM	AIT5	Final degree list available on View Direct — August	COLL
ADM	FL-10	Mon, 31-Aug-09		ADM	Web applications go online for fall freshmen and spring transfers.	
OFMS	SU-10	Mon, 31-Aug-09		CSCH	FMS updates classroom allocation list	CSCH
OFMS	SU-10	Mon, 31-Aug-09		CSCH	Class Schedule - FMS updates classroom allocation list	CSCH
TOS	SU-09	Tue, 01-Sep-09	5:00 PM	ORREG	Create transcripts on hold for AUGUST degrees (S2)	
SOT	FL-09	Tue, 01-Sep-09		ORREG	Clearinghouse Report (Audit)	
SOT	FL-09	Tue, 01-Sep-09		ORREG	Remove E-Term Records	
SOT	FL-09	Tue, 01-Sep-09		ORREG	Time Status Calculation (Update)	
SOT	FL-09	Tue, 01-Sep-09		ORREG	Populate Expected Graduation Date & Term	
DEG	SU-09	Wed, 02-Sep-09	1:00 PM	ORSAGGS	Submit diploma order to Diploma Printing Company — August	
SOT	SP-10	Wed, 02-Sep-09		ORREG	Review and update STVPTRM(Part of Term Code Validation Form) for beginning of term	
SOT	SP-10	Wed, 02-Sep-09		ORREG	Review and update SOATERM(Term Control Form) for beginning of term	
SOT	FL-09	Wed, 02-Sep-09		ORREG	Cohort Load Process	
OFMS	SP-10	Thu, 03-Sep-09		CSCH	Catalog Copy online for review	
OFMS	SP-10	Thu, 03-Sep-09		SYSC	Extract Class Schedule Proof Copy	CSCH
SAR	FL-09	Fri, 04-Sep-09	8:00 AM	OSAC	View account information on line	
ADM	SP-10	Fri, 04-Sep-09	8:00 AM	ADM	Distribute Spring Open/Closed list	
AC	FL-09	Fri, 04-Sep-09	5:00 PM	STDS	Deadline for LAW students to add a semester course	LAW
DEG	FL-09	Fri, 04-Sep-09	5:00 PM	DEPT	First Pending Degree List due from graduate departments — October	ORSAGGS
DEG	FL-09	Fri, 04-Sep-09	5:00 PM	STDS	Deadline to add Graduate students to Pending Degree List — October	ORSAGGS
AC	FL-09	Fri, 04-Sep-09	5:00 PM	STDS	Deadline for tuition & fees refund if reducing range	
SAR	SU-09	Fri, 04-Sep-09	5:00 PM	OSAC	Deadline for end of month processing	
REG	FL-09	Fri, 04-Sep-09	5:00 PM	STDS	Deadline for GRAD sts to add name to October graduation list	GRAD
REG	FL-09	Fri, 04-Sep-09	5:00 PM	STDS	Deadline for 90% Refund	
REG	FL-09	Fri, 04-Sep-09	11:00 PM	STDS	Deadline for GRAD sts to add a first-half-session course	GRAD
AC	FL-09	Fri, 04-Sep-09	11:00 PM	STDS	Deadline for UG sts to add a semester course	
REG	FL-09	Fri, 04-Sep-09	11:00 PM	STDS	Deadline for GRAD sts to add a semester course online	GRAD
DEG	FL-09	Fri, 04-Sep-09	11:59 PM	AIT5	Web Entry Ends for October PDL - Web for Students	STDS
DEG	FL-09	Fri, 04-Sep-09	11:59 PM	AIT5	Web Entry Ends for December PDL - Web for Students	STDS
OFMS	SP-10	Fri, 04-Sep-09		CSCH	Class Schedule proof copy to Departments	
SNPSHT	FL-09	Fri, 04-Sep-09		DS	Last day to add classes/10th day of class (census)	

Process	Term		Time	I-Unit	Event	R-Unit
AC	FL-09	Mon, 07-Sep-09	7:00 AM		Labor Day (all-campus holiday)	
AC	FL-09	Mon, 07-Sep-09	7:00 AM		Begin third week of classes	
OFMS	SU-10	Mon, 07-Sep-09		SYSC	Request Class Schedule extract for proof copy & provide run-time schedule (begin running tues-sat)	SYSC
OFMS	SU-10	Mon, 07-Sep-09		SYSC	Request Room Chart report & provide run-time schedule	SYSC
SOT	FL-09	Mon, 07-Sep-09		ORREG	Update SOATERM to allow online time status calculation	
ADM	SP-10	Tue, 08-Sep-09	8:00 AM	ADM	Web summaries begin production	
ADM	SP-10	Tue, 08-Sep-09	8:00 AM	ADM	SP10 & FA10 freshman application processing begins	
DEG	FL-09	Tue, 08-Sep-09	5:00 PM	ORSAGGS	First Pending Degree List to graduate departments — December	DEPT
SOT	FL-09	Tue, 08-Sep-09		ORREG	Time Status Calculation (Update)	
SOT	FL-09	Tue, 08-Sep-09		ORREG	Populate Expected Graduation Date & Term	
OFMS	FL-09	Tue, 08-Sep-09		SYSC	Create 10th day information-Utilization reports (needs to be after 10th day to collect info)	SYSC
SOT	FL-09	Tue, 08-Sep-09		ORREG	Remove E-Term Records	
ADM	FL-09	Tue, 08-Sep-09		ADM	Last Day to admit student for FA09 unless special college permission.	
SOT	FL-09	Tue, 08-Sep-09		ORREG	Waitlist Enrollment Purge (SFPWAIT)	
SOT	FL-09	Tue, 08-Sep-09		ORREG	Clearinghouse Extract (Update)	
OFMS	SU-10	Wed, 09-Sep-09		CSCH	Class Schedule posted to preview site	
DEG	FL-09	Thu, 10-Sep-09	1:00 PM	ORSAGGS	Send FIRST verification email to students concerning name and address — October	STDS
REG	FL-09	Fri, 11-Sep-09	5:00 PM	STDS	Deadline for 80% Refund	
OFMS	FL-09	Fri, 11-Sep-09		CSCH	Class Schedule - priority in classrooms ends	CSCH
OFMS	FL-10	Fri, 11-Sep-09		CSCH	Class Schedule - FMS updates classroom allocation list	CSCH
OFMS	FL-10	Fri, 11-Sep-09		CSCH	FMS updates classroom allocation list	CSCH
OFMS	SU-10	Fri, 11-Sep-09		CSCH	Class Schedule initial copy to Departments	
OFMS	FL-09	Sat, 12-Sep-09		CSCH	Events - priority in classrooms begins	EVNT
AC	FL-09	Mon, 14-Sep-09	7:00 AM		Begin fourth week of classes	
ADM	SP-10	Mon, 14-Sep-09	8:00 AM	ADM	Begin SP10 NOA letter production	
OFMS	FL-10	Mon, 14-Sep-09		CSCH	OR & FMS setup term controls	
EOT	FL-09	Wed, 16-Sep-09		ORREC	Initial load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
SOT	SP-10	Wed, 16-Sep-09		ORREG	Begin building Rules for Priority Registration	
AC	FL-09	Fri, 18-Sep-09	5:00 PM	STDS	CR/NC option deadline for UG sts. in a first-half-session course	COLL
AC	FL-09	Fri, 18-Sep-09	11:00 PM	STDS	Deadline for UG sts to drop a first-half-session course w/o acad. penalty	COLL
SNPSHT	SU-09	Fri, 18-Sep-09		DS	Final grade (first Friday 42 days after Academic Standing Processing) (S2)	
AC	FL-09	Mon, 21-Sep-09	7:00 AM		Begin fifth week of classes	
REG	FL-09	Mon, 21-Sep-09	5:00 PM	STDS	Deadline for GRAD sts to take final exam for doctoral deg in October	GRAD
DEG	FL-09	Mon, 21-Sep-09	5:00 PM	ORSAGGS	Final Pending Degree List to graduate departments — October	DEPT
OFMS	FL-09	Mon, 21-Sep-09		FNEX	Email prelim Final Exam Schedule and request for changes	
OFMS	FL-10	Tue, 22-Sep-09		SYSC	Request Class Schedule Term Roll in AUDIT - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
EOT	FL-09	Wed, 23-Sep-09		ORREC	2nd load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
OFMS	FL-10	Wed, 23-Sep-09		SYSC	Review output of Term Roll Audit	SYSC
REG	FL-09	Fri, 25-Sep-09	5:00 PM	STDS	Deadline for 70% Refund	
REG	FL-09	Fri, 25-Sep-09	5:00 PM	STDS	Deadline for GRAD sts to deposit October master's degree theses	GRAD
AC	FL-09	Mon, 28-Sep-09	7:00 AM		Begin sixth week of classes	
SAR	FL-09	Mon, 28-Sep-09	9:00 AM	OSAC	Begin KCPA & Sustainable Campus Environment Fees refunds	STDS
SAR	FL-09	Mon, 28-Sep-09	4:00 PM	SAR	SAR/GAR due date	STDS
EOT	FL-09	Mon, 28-Sep-09		ORREC	Begin running Registration clean-up reports in preparation for grade collection	
OFMS	SP-10	Mon, 28-Sep-09		SYSC	Request Catalog extract for official version	SYSC

Process	Term		Time	I-Unit	Event	R-Unit
OFMS	SP-10	Mon, 28-Sep-09		SYSC	Notify Web Services for published version of Class Schedule & Catalog	SYSC
OFMS	FL-10	Tue, 29-Sep-09		SYSC	Request Class Schedule Term Roll in AUDIT - 2nd Run - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
SAR	FL-09	Wed, 30-Sep-09	5:00 PM	OSAC	Deadline for end of month processing	
EOT	FL-09	Wed, 30-Sep-09		ORREC	Final load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
OFMS	SU-10	Wed, 30-Sep-09		CSCH	Catalog - extract posted to web preview site	SYSC
OFMS	FL-10	Wed, 30-Sep-09		SYSC	Review output of Term Roll Audit - 2nd Run	SYSC
EOT	FL-09	Thu, 01-Oct-09		ORREC	Send email to faculty about mid-term grades for freshmen	
EOT	FL-09	Thu, 01-Oct-09		ORREC	Web Grade Entry for instructors through the Self-Service is Enabled for Mid-Term grades	
EOT	FL-09	Thu, 01-Oct-09		ORREC	Publish excel file of Mid-Term grades to collect on the FMS site	
OFMS	SP-10	Thu, 01-Oct-09		SYSC	Run Non-traditional courses report (after 4pm, 1st 8 weeks, 2nd 8 weeks) & post to FMS website	SYSC
SAR	FL-09	Fri, 02-Oct-09	4:00 PM	OSAC	Deadline for KCPA & Sustainable Campus Environment Fees refunds	STDS
REG	FL-09	Fri, 02-Oct-09	5:00 PM	STDS	Deadline for GRAD sts to add a semester course through OAR with department approval	GRAD
DEG	FL-09	Fri, 02-Oct-09	5:00 PM	DEPT	First Pending Degree List due from graduate departments — December	ORSAGGS
REG	FL-09	Fri, 02-Oct-09	5:00 PM	STDS	Deadline for GRAD sts to deposit October doctoral degree theses	GRAD
REG	FL-09	Fri, 02-Oct-09	11:00 PM	STDS	Deadline for GRAD sts to drop a first-half-session course	GRAD
REG	FL-09	Fri, 02-Oct-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, 02-Oct-09		FNEX	Final exam requests due from departments	FNEX
SOT	SP-10	Fri, 02-Oct-09		ORREG	Review and update all term tables and forms (See SOT calendar and checklist)	
SOT	SP-10	Fri, 02-Oct-09		ORREG	Establish the appropriate display settings for midterm and final grades.	
SOT	SP-10	Fri, 02-Oct-09		ORREG	Establish term-specific date ranges for course statuses on the Course Registration Status Form (SFARSTS) or the Schedule Processing Rules Form (SOARUL).	
SOT	SP-10	Fri, 02-Oct-09		ORREG	Establish Web-related enrollment and course status codes on the Course Registration Status Code Validation Form (STVRSTS)	
SOT	SP-10	Fri, 02-Oct-09		ORREG	Establish Web processing and Web display controls on the Term Control Form (SOATERM) for the term.	
SOT	SP-10	Fri, 02-Oct-09		ORSAGGS	Define and verify the setup of the Period Control Validation table for the Pending Degree List.	
OFMS	SP-10	Fri, 02-Oct-09		CSCH	Class Schedule - Proof Copy final changes from departments due at 5:00 p.m.	CSCH
OFMS	FL-10	Fri, 02-Oct-09		SYSC	Request Class Schedule Term Roll in UPDATE - BNR_SCSD1_TERMROLL_UPD_CHN	SYSC
OFMS	SP-10	Fri, 02-Oct-09		SYSC	Batch Load Schedule into Astra	SYSC
OFMS	SP-10	Fri, 02-Oct-09		SYSC	Create Term in Astra	SYSC
SOT	SP-10	Fri, 02-Oct-09		ORREG	Update Academic Standing for students who were re-admitted after dropped status for prior term	
AC	FL-09	Mon, 05-Oct-09	7:00 AM		Begin seventh week of classes	
SAR	FL-09	Mon, 05-Oct-09	8:00 AM	OSAC	View account information on line	
SAR	FL-09	Mon, 05-Oct-09	9:00 AM	OSAC	Begin SORF and CP refunds	STDS
DEG	FL-09	Mon, 05-Oct-09	5:00 PM	DEPT	Final Pending Degree List due from graduate departments — October	ORSAGGS
OFMS	FA-09	Mon, 05-Oct-09		DATA	Section Grade Mode not Equal to Registration Grade mode Report and Gradable Error reports	DATA
OFMS	FL-09	Mon, 05-Oct-09		FNEX	FMS begins scheduling final exams	FNEX
OFMS	SP-10	Mon, 05-Oct-09		RGST	SCAT_Courses_With_CoRequisites_Entered report	RGST
OFMS	SP-10	Mon, 05-Oct-09		SYSC	Request AppWorx chain SC1_SAS_VERIF_XLSTD_COURSE_CHN for dates below	SYSC
OFMS	SP-10	Mon, 05-Oct-09		RGST	SCAT_Credit_Hours - begin running report	RGST
OFMS	SP-10	Mon, 05-Oct-09		CSCH	Class Schedule - FMS sends notice to enter registration restrictions	CSCH
OFMS	SP-10	Mon, 05-Oct-09		RGST	Linked Sections Report- begin running report	RGST
OFMS	SP-10	Mon, 05-Oct-09		RGST	Incorrect Billing Hours Course and Section by Reg Ready - begin running report	RGST
OFMS	SP-10	Mon, 05-Oct-09		RGST	Sections with Zero as Max Enrollment - begin running report	RGST
OFMS	SP-10	Mon, 05-Oct-09		RGST	Incorrect Credit Hours Course and Section for Reg Ready- begin running report	RGST
OFMS	SP-10	Mon, 05-Oct-09		RGST	Start Running Crosslist Reports - Run Master Crosslist Report	RGST
OFMS	SP-10	Mon, 05-Oct-09		SYSC	Request AppWorx chain SC1_SAS_CRSE_COLLDEPT_ERR_CHN for dates below	SYSC

Process	Term		Time	I-Unit	Event	R-Unit
OFMS	SP-10	Mon, 05-Oct-09		SYSC	Request AppWorx chain SC1_SAS COURSE_LEVEL_ERROR_CHN for dates below	SYSC
DEG	FL-09	Tue, 06-Oct-09	1:00 PM	ORSAGGS	Send SECONd verification email to students concerning acad rec, name and address — October	STDS
OFMS	SP-10	Tue, 06-Oct-09		RGST	Incorrect Code for FR SO JR SR - begin running report	RGST
OFMS	SP-10	Tue, 06-Oct-09		RGST	SSASECT CAPP Checkbox checked with No Restrictions or Attributes and SSASECT CAPP Checkbox Unchecked with Restrictions or Attributes-begin running report	RGST
OFMS	SP-10	Tue, 06-Oct-09		RGST	Reg Credit Hours Equal to 0 with Reg Grading Mode Code Equal to S - begin running report	RGST
OFMS	SP-10	Tue, 06-Oct-09		RGST	Verification of Cross-Listed Course Data - begin running report	RGST
OFMS	SP-10	Tue, 06-Oct-09		RGST	Gradeable N with billing hours > 0 - begin running report	RGST
OFMS	SP-10	Wed, 07-Oct-09		RGST	Incorrect Billing Hours Course and Section for Reg Ready - begin running report	RGST
OFMS	SP-10	Wed, 07-Oct-09		CSCH	Course Catalog & Class Schedule posted to web	
OFMS	SP-10	Wed, 07-Oct-09		RGST	SCLS_Packaged_Sections - begin running report	RGST
OFMS	SP-10	Wed, 07-Oct-09		CTLG	Section Fee Report - begin running report	RGST
OFMS	SP-10	Thu, 08-Oct-09		RGST	Courses Mapped to College/Department Error - report run	RGST
OFMS	SP-10	Thu, 08-Oct-09		RGST	Section ID is Zero - begin running report	RGST
OFMS	SP-10	Thu, 08-Oct-09		RGST	Time Pattern Out of Normal Bounds - begin running report	RGST
SAR	FL-09	Fri, 09-Oct-09	4:00 PM	OSAC	Deadline for SORF and CP refunds	STDS
REG	FL-09	Fri, 09-Oct-09	5:00 PM	STDS	Deadline for 60% Refund	
OFMS	SP-10	Fri, 09-Oct-09		CSCH	FMS assigns Intensive English Institute rooms	CSCH
AC	FL-09	Mon, 12-Oct-09	7:00 AM		Begin eighth week of classes	
SAR	FL-09	Mon, 12-Oct-09	9:00 AM	OSAC	Begin SEAL refunds	STDS
OFMS	FL-09	Mon, 12-Oct-09		RGST	Zero Section with Enrollment - begin running report	RGST
EOT	FL-09	Mon, 12-Oct-09		ORREC	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-09	Tue, 13-Oct-09	12:00 PM	ORREC	Final deadline for submitting Mid-Term grades for freshmen (12 NOON)	
EOT	FL-09	Tue, 13-Oct-09	12:10 PM	ORREC	Term controls are set to display mid-term grades to students via Self-Service	
EOT	FL-09	Tue, 13-Oct-09	12:15 PM	ORREC	Students can view mid-term grades from the Web	
DEG	FL-09	Tue, 13-Oct-09	4:45 PM	AITs	First PDL batch degree load to Banner - Audit Mode — October	STDS
DEG	FL-09	Wed, 14-Oct-09		AITs	First PDL batch degree load to Banner - Update Mode — October	STDS
EOT	FL-09	Wed, 14-Oct-09		ORREC	Mid-Term View Direct reports available for college/department staff and advisors	
SOT	SP-10	Wed, 14-Oct-09		ORREG	Set attributes for Priority Registration	
SOT	SP-10	Wed, 14-Oct-09		ORREG	Deadline for attributes that are entered for Priority Registration	
SOT	SP-10	Wed, 14-Oct-09		ORREG	Set Holds that prohibit Registration	
SOT	FL-09	Thu, 15-Oct-09		ORREG	Time Status Calculation (Update)	
SOT	FL-09	Thu, 15-Oct-09		ORREG	Clearinghouse Report (Audit)	
SOT	FL-09	Thu, 15-Oct-09		ORREG	Populate Expected Graduation Date & Term	
SOT	SP-10	Thu, 15-Oct-09		ORREG	Batch load scholar time tickets	
SOT	FL-09	Thu, 15-Oct-09		ORREG	Remove E-Term Records	
		Fri, 16-Oct-09	5:00 AM		Banner 8 upgrade begins	
		Sun, 18-Oct-09	11:00 PM		Banner 8 upgrade completes	
SAR	FL-09	Mon, 19-Oct-09	4:00 PM	OSAC	Deadline for SEAL refunds	STDS
AC	FL-09	Mon, 19-Oct-09	5:00 PM	STDS	Deadline for UG sts to drop a semester course w/o acad. penalty (Late drop date)	COLL
REG	FL-09	Mon, 19-Oct-09	5:00 PM	STDS	Deadline for 50% Refund	
AC	FL-09	Mon, 19-Oct-09	5:00 PM	STDS	Deadline for UG sts to remove an "I" grade to prevent "F" by rule	COLL
AC	FL-09	Mon, 19-Oct-09	5:00 PM	STDS	Deadline for LAW students to drop a semester course	LAW
AC	FL-09	Mon, 19-Oct-09	5:00 PM	STDS	CR/NC option deadline for UG sts. in a semester course	COLL
AC	FL-09	Mon, 19-Oct-09	11:00 PM	STDS	Deadline for UG sts to withdraw without a grade of "W"	COLL
SNPSHT	FL-09	Mon, 19-Oct-09		DS	Last day to drop classes	
SOT	SP-10	Mon, 19-Oct-09		ORREG	Assign priority registration appointments (Time Ticketing)	

Process	Term		Time	I-Unit	Event	R-Unit
AC	FL-09	Mon, 19-Oct-09	7:00 AM		Begin second-half-session course - MID-TERM	
AC	FL-09	Mon, 19-Oct-09	7:00 AM		Begin ninth week of classes	
SAR	FL-09	Mon, 19-Oct-09	9:00 AM	OSAC	Begin Legacy & Study Abroad Fees refunds	STDS
DEG	FL-09	Mon, 19-Oct-09	5:00 PM	AITS	Second PDL batch degree load to Banner - Audit Mode — October	
OFMS	SP-10	Mon, 19-Oct-09		RGST	Non-repeatable with Additional Schedule Types report	RGST
SOT	SP-10	Tue, 20-Oct-09		ORREG	Show students their priority registration appointment time on Web for Student	
DEG	FL-09	Tue, 20-Oct-09	5:00 PM	AITS	Second PDL batch degree load to Banner - Update Mode — October	STDS
SOT	FL-09	Tue, 20-Oct-09		ORREG	Time Status Calculation (Update)	
SOT	FL-09	Tue, 20-Oct-09		ORREG	Clearinghouse Extract (Update)	
SOT	FL-09	Tue, 20-Oct-09		ORREG	Remove E-Term Records	
SOT	FL-09	Tue, 20-Oct-09		ORREG	Populate Expected Graduation Date & Term	
DEG	FL-09	Thu, 22-Oct-09	4:45 PM	AITS	Final PDL batch degree load to Banner - Audit Mode — October	
SAR	FL-09	Fri, 23-Oct-09	4:00 PM	OSAC	Deadline for Legacy & Study Abroad Fees refunds	STDS
DEG	FL-09	Fri, 23-Oct-09	4:45 PM	AITS	Deadline to enter data in Pending Degree List Application (PDL) — October	COLL
DEG	FL-09	Fri, 23-Oct-09	4:45 PM	AITS	Final PDL batch degree load to Banner - Update Mode — October	STDS
AC	FL-09	Fri, 23-Oct-09	5:00 PM	STDS	Deadline for tuition & fees refund for second-half-session course range change	
AC	FL-09	Fri, 23-Oct-09	11:00 PM	STDS	Deadline for UG sts to add a second-half-session course	COLL
OFMS	SU-10	Fri, 23-Oct-09		CSCH	Class Schedule - initial copy changes done by departments (FMS begins scheduling rooms)	CSCH
AC	FL-09	Mon, 26-Oct-09	7:00 AM		Begin tenth week of classes	
DEG	FL-09	Mon, 26-Oct-09	8:30 AM	AITS	Final degree list available on View Direct — October	COLL
DEG	FL-09	Mon, 26-Oct-09	8:30 AM	AITS	Final degree list available to Office of Publication — October	PUB
OFMS	FL-09	Mon, 26-Oct-09		FNEX	FMS posts final exam schedule to FMS website	FNEX
OFMS	FL-09	Tue, 27-Oct-09		FNEX	FMS begins reviewing department requests for final exams	FNEX
DEG	FL-09	Wed, 28-Oct-09	1:00 PM	ORSAGGS	Submit diploma order to Diploma Printing Company — October	
SAR	FL-09	Wed, 28-Oct-09	4:00 PM	OSAC	SAR/GAR due date	STDS
TOS	FL-09	Wed, 28-Oct-09	5:00 PM	ORREG	Create transcripts on hold for OCTOBER degrees	
SAR	FL-09	Fri, 30-Oct-09	5:00 PM	OSAC	Deadline for end of month processing	
REG	FL-09	Fri, 30-Oct-09	5:00 PM	STDS	Deadline for 40% Refund	
SOT	SP-10	Fri, 30-Oct-09		ORREG	Verify web registration is enabled (SOATERM)	
OFMS	SP-10	Sat, 31-Oct-09		EVNT	Begin processing events	EVNT
ADM	FL-10	Sun, 01-Nov-09	5:00 PM	ADM	Priority deadline for freshman applications.	
ADM	SP-10	Sun, 01-Nov-09	11:59 PM	ADM	Deadline for spring applications.	
AC	FL-09	Mon, 02-Nov-09	7:00 AM		Begin eleventh week of classes	
DEG	SP-10	Mon, 02-Nov-09	8:00 AM	AITS	Web Entry Begins for May PDL - Web for Students	STDS
SNPSHT	SP-10	Mon, 02-Nov-09	12:00 PM	DS	First day of priority registration	
SOT	SP-10	Mon, 02-Nov-09	12:00 PM	ORREG	Begin priority registration	
OFMS	SP-10	Mon, 02-Nov-09		RGST	Daily SSASECT Grade Mode and Hour Changes - begin running report	RGST
OFMS	SP-10	Mon, 02-Nov-09		CSCH	Banner opens for Registration	FYI
SAR	FL-09	Tue, 03-Nov-09	8:00 AM	OSAC	View account information on line	
ADM	SP-10	Tue, 03-Nov-09	5:00 PM	ADM	Distribute Spring Open/Closed List	
ADM	SP-10	Fri, 06-Nov-09	5:00 PM	ADM	Close programs on Spring Web application.	
AC	FL-09	Mon, 09-Nov-09	7:00 AM		Begin twelfth week of classes	
REG	FL-09	Fri, 13-Nov-09	11:00 PM	STDS	Deadline for GRAD sts to add a second-half-session course	GRAD
REG	FL-09	Fri, 13-Nov-09	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a semester course	GRAD
REG	FL-09	Fri, 13-Nov-09	11:00 PM	STDS	Deadline for GRAD sts to drop a semester course	GRAD
AC	FL-09	Fri, 13-Nov-09	11:00 PM	STDS	Deadline for UG sts to drop a second-half-session course w/o acad. penalty	COLL
REG	FL-09	Fri, 13-Nov-09	11:00 PM	STDS	Deadline for GRAD sts to withdraw without a grade of "W"	GRAD
AC	FL-09	Fri, 13-Nov-09	500 PM	STDS	CR/NC option deadline for UG sts. in a second-half-session	COLL

Process	Term		Time	I-Unit	Event	R-Unit
AC	FL-09	Mon, 16-Nov-09	7:00 AM		Begin thirteenth week of classes	
DEG	FL-09	Mon, 16-Nov-09	1:00 PM	ORSAGGS	Second Pending Degree List to graduate departments — December	DEPT
ADM	SP-10	Fri, 20-Nov-09	8:00 AM	ADM	Begin Spring Deans' Reviews	
SNPSHT	SP-10	Fri, 20-Nov-09		DS	Last day of priority registration	
OFMS	FL-10	Fri, 20-Nov-09		CSCH	Class Schedule initial copy to Departments	
AC	FL-09	Sat, 21-Nov-09	1:00 PM		Begin Fall Vacation --Thanksgiving	
HSG	FL-09	Sat, 21-Nov-09	3:00 PM	HSG	Undergraduate Residence Halls Close for Fall Break	
ADM	SP-10	Tue, 24-Nov-09	5:00 PM	ADM	End Spring Deans' Reviews	
ADM	SP-10	Wed, 25-Nov-09		ADM	Spring Deans' Review Update (NOAs dated Dec. 1)	
AC	FL-09	Thu, 26-Nov-09	7:00 AM		Thanksgiving (all-campus holiday)	
AC	FL-09	Fri, 27-Nov-09	7:00 AM		Thanksgiving break (designated holiday)	
DEG	FL-09	Fri, 27-Nov-09	1:00 PM	ORSAGGS	Send FIRST verification email to students concerning name and address — December	STDS
SAR	FL-09	Sat, 28-Nov-09	4:00 PM	OSAC	SAR/GAR due date	STDS
HSG	FL-09	Sun, 29-Nov-09	12:00 PM	HSG	Undergraduate Residence Halls open at noon	
AC	FL-09	Mon, 30-Nov-09	7:00 AM		Instruction resumes after Thanksgiving	
AC	FL-09	Mon, 30-Nov-09	7:00 AM		Begin fourteenth week of classes	
ADM	FL-10	Mon, 30-Nov-09	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.	
EOT	FL-09	Mon, 30-Nov-09		ORREC	Send email to colleges to verify grade mode, credit hours, honors learning agreements, etc.	
SAR	FL-09	Tue, 01-Dec-09	5:00 PM	OSAC	Deadline for end of month processing	STDS
ADM	SP-10	Thu, 03-Dec-09	11:59 PM	ADM	Deadline for SP09 nondegree applications unless UI employee.	
EOT	FL-09	Fri, 04-Dec-09	8:00 AM	ORREC	Study Abroad and Thesis 599 sections are populated in batch with DFR grades and rolled to history	
EOT	FL-09	Fri, 04-Dec-09	8:10 AM	ORREC	Remove SSBFSEC rows that are created with the Term Roll Update process (to prevent faculty from grading ungradable sections)	
DEG	FL-09	Fri, 04-Dec-09	5:00 PM	STDS	Deadline to add Graduate students to Pending Degree List — December	ORSAGGS
DEG	FL-09	Fri, 04-Dec-09	5:00 PM	DEPT	Second Pending Degree List due from Graduate Departments — December	ORSAGGS
REG	FL-09	Fri, 04-Dec-09	5:00 PM	STDS	Deadline for GRAD sts to add name to December graduation list	GRAD
REG	FL-09	Fri, 04-Dec-09	5:00 PM	STDS	Deadline for GRAD sts to take final exam for doctoral deg in December	GRAD
REG	FL-09	Fri, 04-Dec-09	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a second-half-session course	GRAD
REG	FL-09	Fri, 04-Dec-09	11:00 PM	STDS	Deadline for GRAD sts to drop a second-half-session course	GRAD
EOT	FL-09	Fri, 04-Dec-09		ORREG	Run Class Roster process to generate alphabetized rosters for grade input - For All Parts of Term	
SAR	FL-09	Sat, 05-Dec-09	8:00 AM	OSAC	View account information on line	
AC	FL-09	Mon, 07-Dec-09	7:00 AM		Begin fifteenth week of classes	
EOT	FL-09	Mon, 07-Dec-09	8:00 AM	ORREC	Send email to faculty about grading deadlines	
EOT	FL-09	Mon, 07-Dec-09	8:10 AM	ORREC	Send email to faculty about grading students with HCLA's	
EOT	FL-09	Mon, 07-Dec-09	8:15 AM	ORREC	Check Faculty Web - Final Grades - Parts of Term 1, B, XM, LF and EMB to enable faculty to enter grades	
EOT	FL-09	Mon, 07-Dec-09	8:20 AM	ORREC	Check "Display Final Grade" option on SSAWSEC for Open Learning Sections to enable faculty to enter grades for those sections	
EOT	FL-09	Mon, 07-Dec-09	8:30 AM	ORREC	Batch grade interface (run daily beginning when grading is turned on – until day before grade deadline)	
EOT	FL-09	Mon, 07-Dec-09	8:40 AM	ORREC	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-09	Mon, 07-Dec-09	5:00 PM	LAW	Last day of instruction - LAW	STDS
AC	FL-09	Tue, 08-Dec-09	7:00 AM	LAW	Reading day - no classes - no exams LAW	
AC	FL-09	Wed, 09-Dec-09	7:00 AM	LAW	Begin final examinations - LAW	STDS

Process	Term		Time	I-Unit	Event	R-Unit
AC	FL-09	Wed, 09-Dec-09	10:00 PM		Last day of instruction - FALL	
AC	FL-09	Thu, 10-Dec-09	7:00 AM		Read day - no classes - no exams	
DEG	FL-09	Thu, 10-Dec-09	1:00 PM	ORSAGGS	Send SECOND verification email to students concerning acad rec, name and address — December	STDS
REG	FL-09	Thu, 10-Dec-09	5:00 PM	STDS	Deadline for GRAD sts to remove an "I" grade to prevent "F" by rule	GRAD
AC	FL-09	Fri, 11-Dec-09	8:00 AM		Begin final examinations	
ADM	FL-10	Fri, 11-Dec-09	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-09	Fri, 11-Dec-09	5:00 PM	STDS	Deadline for GRAD sts to deposit December master's degree theses	GRAD
OFMS	FL-09	Fri, 11-Dec-09		CSCH	First Day of Finals	FYI
OFMS	FL-09	Fri, 11-Dec-09		DATA	Course and Section Title Compare Report - posted to FMS website and archived (printed copy put in binder)	DATA
OFMS	FL-10	Mon, 14-Dec-09		CSCH	FMS notifies web services to extract for preview	SYSC
EOT	FL-09	Tue, 15-Dec-09		ORREC	Run SHRROLL in audit mode, report errors only	
SOT	FL-09	Tue, 15-Dec-09		ORREG	Populate Expected Graduation Date & Term	
SOT	FL-09	Tue, 15-Dec-09		ORREG	Clearinghouse Extract (Audit)	
SOT	FL-09	Tue, 15-Dec-09		ORREG	Remove E-Term Records	
SOT	FL-09	Tue, 15-Dec-09		ORREG	Time Status Calculation (Update)	
EOT	FL-09	Thu, 17-Dec-09		ORREC	Update SP09 "I" grades to F by Rule for Graduate Students	
SOT	FL-09	Thu, 17-Dec-09		ORREG	Remove E-Term Records	
SOT	FL-09	Thu, 17-Dec-09		ORREG	Time Status Calculation (Update)	
SOT	FL-09	Thu, 17-Dec-09		ORREG	Populate Expected Graduation Date & Term	
SOT	FL-09	Thu, 17-Dec-09		ORREG	Clearinghouse Extract (Update)	
DEG	FL-09	Fri, 18-Dec-09	5:00 PM	ORSAGGS	Final Pending Degree List to graduate departments — December	DEPT
REG	FL-09	Fri, 18-Dec-09	5:00 PM	STDS	Deadline for GRAD sts to deposit December doctoral degree theses	GRAD
AC	FL-09	Fri, 18-Dec-09	5:00 PM	LAW	End final examinations - LAW	STDS
AC	FL-09	Fri, 18-Dec-09	10:00 PM		End final examinations	STDS
EOT	FL-09	Fri, 18-Dec-09		ORREC	Run SHRROLL in audit mode, report errors only	
OFMS	FL-09	Fri, 18-Dec-09		SYSC	Disable term in Astra	SYSC
OFMS	SP-10	Fri, 18-Dec-09		DATA	Courses Approved for S/U Grading Only - report posted on web	DATA
OFMS	FL-09	Fri, 18-Dec-09		CSCH	Last Day of Finals	FYI
OFMS	FL-09	Fri, 18-Dec-09		FYI	Download Room Chart Report	CSCH
OFMS	FL-10	Fri, 18-Dec-09		SYSC	Request Room Chart report & provide run-time schedule	SYSC
OFMS	FL-10	Fri, 18-Dec-09		SYSC	Request Class Schedule extract for proof copy & provide run-time schedule (begin running tues-sat)	SYSC
HSG	FL-09	Sun, 20-Dec-09	3:00 PM	HSG	Undergraduate Residence Halls Close for Winter Break	
OFMS	FL-09	Sun, 20-Dec-09		SYSC	Request Archive of Class Schedule and Catalog Data on web	SYSC
OFMS	FL-10	Mon, 21-Dec-09		CSCH	Catalog - extract posted to web preview site	SYSC
OFMS	FL-10	Mon, 21-Dec-09		CSCH	Class Schedule posted to preview site	
SOT	SP-10	Mon, 21-Dec-09		ORREG	Begin data clean-up for 10-day and Clearing House	
EOT	FL-09	Tue, 22-Dec-09	8:00 AM	ORREC	Run SHRROLL in audit mode, report errors only (morning)	
EOT	FL-09	Tue, 22-Dec-09	12:00 PM	ORREC	Final deadline for submitting all grades via Web Self-Service at 12:00 NOON	
EOT	FL-09	Tue, 22-Dec-09	12:01 PM	ORREC	Shut off web entry of grades after deadline at 12:01 PM	
EOT	FL-09	Tue, 22-Dec-09	12:10 PM	ORREC	Prepare NR file (afternoon)	
EOT	FL-09	Tue, 22-Dec-09	12:15 PM	ORREC	Run Grade interface – to apply NR grades to SFRSTCR records (afternoon)	
EOT	FL-09	Tue, 22-Dec-09	12:20 PM	ORREC	Run final grade roll (SHRROLL) – update mode, report errors only	
EOT	FL-09	Tue, 22-Dec-09	12:30 PM	ORREC	Run GPA calculation after the final grade roll is finished	

Process	Term		Time	I-Unit	Event	R-Unit
EOT	FL-09	Tue, 22-Dec-09	12:40 PM	ORREC	Run Final Graded Roster for Colleges & Departments to have documentation for all grades that were entered (SFRSLST) (SR1RSTG01S)	
EOT	FL-09	Tue, 22-Dec-09	12:50 PM	ORREC	Run SHRASTD academic standing in audit mode and view output on Reports	
EOT	FL-09	Tue, 22-Dec-09	1:00 PM	ORREC	Run SHRASTD academic standing in update mode and view output on Reports	
EOT	FL-09	Tue, 22-Dec-09	1:15 PM	ORREC	Run grade mailer process (SHRGRDE)	
SOT	SP-10	Tue, 22-Dec-09		ORREG	Begin running UGTP Process	
EOT	FL-09	Wed, 23-Dec-09	8:00 AM	ORREC	Turn on 'display final grade' on SOATERM to display grades on the web	
EOT	FL-09	Wed, 23-Dec-09	8:10 AM	ORREC	Students can view final grades from the Web	
SNPSHT	FL-09	Wed, 23-Dec-09		DS	After Grade Roll	
AC	FL-09	Thu, 24-Dec-09	7:00 AM		Christmas Eve (Gift Day)	
AC	FL-09	Fri, 25-Dec-09	1:00 PM		Christmas Day (all-campus holiday)	
SAR	FL-09	Sat, 26-Dec-09	5:00 PM	OSAC	Deadline for end of month processing	STDS
EOT	FL-09	Sun, 27-Dec-09	8:00 AM	ORREC	Run the Deferred, Incomplete, Administrative Grades Report (SH1DINR01B)	
EOT	FL-09	Sun, 27-Dec-09	8:10 AM	ORREC	Run the Academic Standing Reports for the colleges (SH1ASTD01Z, SH1ASTD02Z, SH1ASTD03Z)	
AC	FL-09	Mon, 28-Dec-09	7:00 AM		Reduced Service Day	
EOT	FL-09	Mon, 28-Dec-09	8:00 AM	ORREC	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-09	Mon, 28-Dec-09	8:10 AM	ORREC	Run Grade Change Report (SH1GDCH01B)	
SAR	FL-09	Mon, 28-Dec-09	4:00 PM	SAR	SAR/GAR due date	STDS
DEG	FL-09	Mon, 28-Dec-09	4:45 PM	AITS	First PDL batch degree load to Banner - Audit Mode — December	
AC	FL-09	Tue, 29-Dec-09	7:00 AM		Reduced Service Day	
DEG	FL-09	Tue, 29-Dec-09	4:45 PM	AITS	First PDL batch degree load to Banner - Update Mode — December	STDS
OFMS	SP-10	Tue, 29-Dec-09		DATA	Discovery Enrollment Report - begin data clean-up, report run by Provost's Office	DATA
AC	FL-09	Wed, 30-Dec-09	7:00 AM		Reduced Service Day	
ADM	FL-10	Wed, 30-Dec-09	5:00 PM	ADM	Close programs on freshman Web application	
AC	FL-09	Thu, 31-Dec-09	7:00 AM		Reduced Service Day	
AC	FL-09	Fri, 01-Jan-10	7:00 AM		New Year's Day (Designated Holiday)	
ADM	FL-10	Fri, 01-Jan-10	11:59 PM	ADM	Deadline for fall freshman applications.	
SOT	FL-10	Sun, 03-Jan-10		ORREG	Review and update STVPTRM(Part of Term Code Validation Form) for beginning of term	
SOT	FL-10	Sun, 03-Jan-10		ORREG	Review and update SOATERM(Term Control Form) for beginning of term	
ID	SP-10	Mon, 04-Jan-10	8:00 AM	ID	Spring student ID valid	STDS
OFMS	SP-10	Mon, 04-Jan-10		RGST	Enrollment vs Room Capacity - begin running report	RGST
OFMS	SP-10	Mon, 04-Jan-10		CSCH	FMS emails departments of Assessment Deadlines affecting student schedules	CSCH
SAR	FL-09	Tue, 05-Jan-10	8:00 AM	OSAC	View account information on line	
SOT	SU-10	Tue, 05-Jan-10		ORREG	Review and update SOATERM(Term Control Form) for beginning of term	
SOT	SU-10	Tue, 05-Jan-10		ORREG	Review and update STVPTRM(Part of Term Code Validation Form) for beginning of term	
TOS	FL-09	Wed, 06-Jan-10	5:00 PM	ORREG	Create transcripts on hold for grades	
DEG	FL-09	Fri, 08-Jan-10	5:00 PM	DEPT	Final Pending Degree List due from graduate departments — December	ORSAGGS
OFMS	FL-10	Fri, 08-Jan-10		CSCH	Class Schedule - initial copy changes done by departments (FMS begins scheduling rooms)	CSCH
OFMS	SP-10	Fri, 08-Jan-10		CSCH	Class Schedule - Department final course changes due before student assessments at 5:00 p.m.	CSCH
SOT	SP-10	Sat, 09-Jan-10		ORREG	Begin Batch Fee Assessment (SFRFASC) (Full)	
ID	FL-09	Mon, 11-Jan-10	5:00 PM	ID	Fall student ID no longer valid	STDS
DEG	FL-09	Mon, 11-Jan-10	5:00 PM	AITS	Second PDL batch degree load to Banner - Audit Mode — December	
EOT	FL-09	Mon, 11-Jan-10		ORREC	Run the Student Type Update process in audit mode (SHRTYPE)	
SOT	SP-10	Mon, 11-Jan-10		ORREG	Update SOATERM to allow online assessment	
DARwin	SP-10	Tue, 12-Jan-10	8:30 AM	AITS	Degree list shortage jobs for ACES, ALS, AVI, CBA, COMM, EDU, FAA, LAS	COLL

Process	Term		Time	I-Unit	Event	R-Unit
DEG	FL-09	Tue, 12-Jan-10	5:00 PM	AIT5	Second PDL batch degree load to Banner - Update Mode — December	STDS
EOT	FL-09	Tue, 12-Jan-10		ORREG	Scan Audit Report for errors (SHRTYPE)	
OFMS	SP-10	Tue, 12-Jan-10		DATA	Section Grade Mode Not Equal to Registration Grade Mode Report and Gradable Error reports	DATA
ADM	FL-10	Wed, 13-Jan-10	8:00 AM	ADM	Last date for materials to be received to meet the Jan. 2 deadline.	
HSG	SP-10	Wed, 13-Jan-10	9:00 AM	HSG	Residence Halls open for early arrival	
EOT	FL-09	Wed, 13-Jan-10		ORREC	Run SHRASTD dean's list in audit mode and view output on Reports	
SOT	SP-10	Wed, 13-Jan-10		ORREG	Begin Batch Fee Assessment (SFRFASC) (Collector)	
ADM	FL-10	Wed, 13-Jan-10		ADM	FA10 transfer Web application goes live	
EOT	FL-09	Thu, 14-Jan-10		ORREC	Run SHRASTD dean's list in update mode and view output on Reports	
SOT	SP-10	Thu, 14-Jan-10		ORREG	Time Status Calculation (Update)	
SOT	SP-10	Thu, 14-Jan-10		ORREG	Populate Expected Graduation Date & Term	
OFMS	SU-10	Thu, 14-Jan-10		SYSC	Extract Class Schedule Proof Copy	CSCH
SOT	SP-10	Thu, 14-Jan-10		ORREG	Remove E-Term Records	
SOT	SP-10	Thu, 14-Jan-10		ORREG	Clearinghouse Report (Audit)	
REG	SP-10	Fri, 15-Jan-10	5:00 PM	STDS	Deadline for 100% Refund	
EOT	FL-09	Fri, 15-Jan-10		ORREC	Run the Student Type Update process in update mode to automatically update the student type on the general student record (SHRTYPE)	
OFMS	SU-10	Fri, 15-Jan-10		CSCH	Class Schedule proof copy to Departments	
ADM	FL-10	Sun, 17-Jan-10	8:00 AM	ADM	Data Entry begins to enter FA10 transfer applications.	
HSG	SP-10	Sun, 17-Jan-10		HSG	Residence Halls open at 9 AM	
AC	SP-10	Mon, 18-Jan-10	7:00 AM		Martin Luther King (all-campus holiday)	
ADM	FL-10	Mon, 18-Jan-10	8:00 AM	ADM	FA10 transfer application processing begins	
SNPSHT	SP-10	Mon, 18-Jan-10		DS	Day before first day of class	
AC	SP-10	Tue, 19-Jan-10	7:00 AM	LAW	Begin instruction on campus - LAW	
AC	SP-10	Tue, 19-Jan-10	7:00 AM		Begin instruction on campus - First day of classes	
OFMS	SP-10	Tue, 19-Jan-10		CSCH	First Day of Instruction	FYI
AC	SP-10	Wed, 20-Jan-10			Late Registration via Student Self-Service begins	
DEG	FL-09	Thu, 21-Jan-10	4:45 PM	AIT5	Final PDL batch degree load to Banner - Audit Mode — December	
DEG	FL-09	Fri, 22-Jan-10	4:45 PM	AIT5	Final PDL batch degree load to Banner - Update Mode — December	STDS
DEG	FL-09	Fri, 22-Jan-10	4:45 PM	AIT5	Deadline to enter data in Pending Degree List Application (PDL) — December	COLL
AC	SP-10	Fri, 22-Jan-10		STDS	Begin registration for part-time non-degree students	
AC	SP-10	Mon, 25-Jan-10	7:00 AM	STDS	Begin second week of classes	
ADM	FL-10	Mon, 25-Jan-10	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.	
DEG	FL-09	Mon, 25-Jan-10	8:30 AM	AIT5	Final degree list available on View Direct — December	COLL
DEG	FL-09	Mon, 25-Jan-10	8:30 AM	AIT5	Final degree list available to Office of Publication — December	PUB
TOS	FL-09	Mon, 25-Jan-10	5:00 PM	ORREG	Create transcripts on hold for DECEMBER degrees	
AC	SP-10	Mon, 25-Jan-10	11:00 PM	STDS	Deadline for UG sts to add a first-half-session course	COLL
AC	SP-10	Mon, 25-Jan-10			Deadline to suppress directory information	
OFMS	FL-10	Mon, 25-Jan-10		CSCH	Course Catalog copy online for review	
OFMS	SP-10	Mon, 25-Jan-10		DATA	Sections without Instructors report	DATA
SAR	SP-10	Thu, 28-Jan-10	4:00 PM	SAR	SAR/GAR due date	OSAC
SOT	SP-10	Thu, 28-Jan-10		ORREG	Cohort Load Process	
SOT	SP-10	Thu, 28-Jan-10		ORREG	Remove E-Term Records	
SOT	SP-10	Thu, 28-Jan-10		ORREG	Time Status Calculation (Update)	
SOT	SP-10	Thu, 28-Jan-10		ORREG	Clearinghouse Report (Audit)	
SOT	SP-10	Thu, 28-Jan-10		ORREG	Populate Expected Graduation Date & Term	
REG	SP-10	Fri, 29-Jan-10	5:00 PM	STDS	Deadline for 90% Refund	

Process	Term		Time	I-Unit	Event	R-Unit
SOT	SP-10	Fri, 29-Jan-10		ORREG	Remove E-Term Records	
SOT	SP-10	Fri, 29-Jan-10		ORREG	Time Status Calculation (Update)	
SOT	SP-10	Fri, 29-Jan-10		ORREG	Clearinghouse Report (Audit)	
SOT	SP-10	Fri, 29-Jan-10		ORREG	Populate Expected Graduation Date & Term	
OFMS	SP-10	Fri, 29-Jan-10		CSCH	FMS checks list of Pending sections for purpose of releasing rooms	CSCH
ADM	FL-10	Sat, 30-Jan-10	8:00 AM	ADM	Begin Freshman Deans' Reviews (dates subject to change)	
AC	SP-10	Mon, 01-Feb-10	7:00 AM		Begin third week of classes	
AC	SP-10	Mon, 01-Feb-10	5:00 PM	STDS	Deadline for tuition & fees refund if reducing range	
ADM	SP-10	Mon, 01-Feb-10	5:00 PM	ADM	Last day to admit student for SP10 unless special college permission.	
AC	SP-10	Mon, 01-Feb-10	5:00 PM	STDS	Deadline for LAW students to add a semester course	LAW
AC	SP-10	Mon, 01-Feb-10	11:00 PM	STDS	Deadline for UG sts to add a semester course	
REG	SP-10	Mon, 01-Feb-10	11:00 PM	STDS	Deadline for GRAD sts to add courses online.	GRAD
REG	SP-10	Mon, 01-Feb-10	11:00 PM	STDS	Deadline for GRAD sts to add a first-half-session course	GRAD
DEG	SP-10	Mon, 01-Feb-10	11:59 PM	AIT5	Web Entry Ends for May PDL - Web for Students	STDS
OFMS	SP-10	Mon, 01-Feb-10		FNEX	Download Class Schedule Extract - used for scheduling final exams	FNEX
SNPSHT	SP-10	Mon, 01-Feb-10		DS	Last day to add classes/10th day of class (census)	
SOT	FL-10	Mon, 01-Feb-10		ORREG	Begin building Rules for Priority Registration	
SAR	SP-10	Tue, 02-Feb-10	5:00 PM	OSAC	Deadline for end of month processing	
DEG	SP-10	Tue, 02-Feb-10	5:00 PM	ORSAGGS	First Pending Degree List to graduate departments — May	DEPT
SOT	SP-10	Tue, 02-Feb-10		ORREG	Remove E-Term Records	
SOT	SP-10	Tue, 02-Feb-10		ORREG	Populate Expected Graduation Date & Term	
SOT	SP-10	Tue, 02-Feb-10		ORREG	Time Status Calculation (Update)	
SOT	SP-10	Tue, 02-Feb-10		ORREG	Clearinghouse Extract (Update)	
SOT	SP-10	Tue, 02-Feb-10		ORREG	Update SOATERM to allow online time status calculation	
SOT	SP-10	Tue, 02-Feb-10		ORREG	Waitlist Enrollment Purge (SFPWAIT)	
SOT	SU-10	Wed, 03-Feb-10		ORREG	Begin building Rules for Priority Registration	
OFMS	SP-10	Wed, 03-Feb-10		SYSC	Create 10th day information-Utilization reports (needs to be after 10th day to collect info)	SYSC
SAR	SP-10	Thu, 04-Feb-10	5:00 PM	OSAC	Deadline for end of month processing	
OFMS	FL-10	Thu, 04-Feb-10		SYSC	Extract Class Schedule Proof Copy	CSCH
REG	SP-10	Fri, 05-Feb-10	5:00 PM	STDS	Deadline for 80% Refund	
OFMS	SP-10	Fri, 05-Feb-10		CSCH	Class Schedule - priority in classrooms ends	CSCH
OFMS	FL-10	Fri, 05-Feb-10		CSCH	Class Schedule proof copy to Departments	
SAR	SP-10	Sat, 06-Feb-10	12:00 PM	OSAC	View account information on line	STDS
OFMS	SP-10	Sat, 06-Feb-10		CSCH	Events - priority in classrooms begins	EVNT
AC	SP-10	Mon, 08-Feb-10	7:00 AM		Begin fourth week of classes	
EOT	SP-10	Wed, 10-Feb-10		ORREC	Initial load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
OFMS	SU-10	Wed, 10-Feb-10		SYSC	Request AppWorx chain SC1_SAS_VERIF_XLSTD_COURSE_CHN for dates below	SYSC
OFMS	SU-10	Wed, 10-Feb-10		SYSC	Request AppWorx chain SC1_SAS_CRSE_COLLDEPT_ERR_CHN for dates below	SYSC
OFMS	SU-10	Wed, 10-Feb-10		SYSC	Request AppWorx chain SC1_SAS_COURSE_LEVEL_ERROR_CHN for dates below	SYSC
OFMS	FL-10	Wed, 10-Feb-10		SYSC	Request AppWorx chain SC1_SAS_VERIF_XLSTD_COURSE_CHN for dates below	SYSC
OFMS	FL-10	Wed, 10-Feb-10		SYSC	Request AppWorx chain SC1_SAS_COURSE_LEVEL_ERROR_CHN for dates below	SYSC
OFMS	FL-10	Wed, 10-Feb-10		SYSC	Request AppWorx chain SC1_SAS_CRSE_COLLDEPT_ERR_CHN for dates below	SYSC
ADM	FL-10	Fri, 12-Feb-10	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-10	Fri, 12-Feb-10	5:00 PM	STDS	CR/NC option deadline for UG sts. in a first-half-session course	COLL
AC	SP-10	Fri, 12-Feb-10	11:00 PM	STDS	Deadline for UG sts to drop a first-half-session course w/o acad. penalty	COLL
OFMS	SU-10	Fri, 12-Feb-10		SYSC	Create Term in Astra	SYSC

Process	Term		Time	I-Unit	Event	R-Unit
SNPSHT	FL-09	Fri, 12-Feb-10		DS	Final grade (first Friday 42 days after Academic Standing Processing)	
OFMS	SU-10	Fri, 12-Feb-10		CSCH	Class Schedule - FMS sends notice to enter registration restrictions	CSCH
OFMS	SU-10	Sun, 14-Feb-10		CSCH	FMS assigns Intensive English Institute rooms	CSCH
AC	SP-10	Mon, 15-Feb-10	7:00 AM		Begin fifth week of classes	
OFMS	SU-10	Mon, 15-Feb-10		SYSC	Notify Web Services for published version of Class Schedule & Catalog	SYSC
EOT	SP-10	Wed, 17-Feb-10		ORREC	2nd load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
OFMS	FL-10	Wed, 17-Feb-10		CSCH	Catalog revisions due to VCAA for inclusion in Banner	
REG	SP-10	Fri, 19-Feb-10	5:00 PM	STDS	Deadline for 70% Refund	
OFMS	SP-10	Fri, 19-Feb-10		FNEX	Final exam requests due from departments	FNEX
OFMS	SU-10	Fri, 19-Feb-10		SYSC	Batch Load Schedule into Astra	SYSC
OFMS	SU-10	Fri, 19-Feb-10		CSCH	Class Schedule - Proof Copy final changes from departments due at 5:00 p.m.	CSCH
AC	SP-10	Mon, 22-Feb-10	7:00 AM		Begin sixth week of classes	
SAR	SP-10	Mon, 22-Feb-10	9:00 AM	OSAC	Begin KCPA & Sustainable Campus Environment Fees refunds	STDS
EOT	SP-10	Mon, 22-Feb-10		ORREC	Begin running Registration clean-up reports in preparation for grade collection	
OFMS	SP-10	Mon, 22-Feb-10		FNEX	FMS begins reviewing department requests for final exams	FNEX
EOT	SP-10	Wed, 24-Feb-10		ORREC	Final load of the MIDTERM grade comment to the registration records of the new first-time freshmen	
OFMS	SU-10	Wed, 24-Feb-10		CSCH	Course Catalog & Class Schedule posted to web	
EOT	SP-10	Thu, 25-Feb-10	8:00 AM	ORREC	Send email to faculty about mid-term grades for freshmen	
EOT	SP-10	Thu, 25-Feb-10	8:10 AM	ORREC	Web Grade Entry for instructors through the Self-Service is Enabled for Mid-Term grades	
EOT	SP-10	Thu, 25-Feb-10	8:20 AM	ORREC	Publish excel file of Mid-Term grades to collect on the FMS site	
SAR	SP-10	Fri, 26-Feb-10	4:00 PM	OSAC	Deadline for KCPA & Sustainable Campus Environment Fees refunds	STDS
DEG	SP-10	Fri, 26-Feb-10	5:00 PM	DEPT	First Pending Degree List due from graduate departments — May	ORSAGGS
REG	SP-10	Fri, 26-Feb-10	5:00 PM	STDS	Deadline for GRAD students to add a semester course through OAR without departmental approval	GRAD
REG	SP-10	Fri, 26-Feb-10	11:00 PM	STDS	Deadline for GRAD sts to drop a first-half-session course	GRAD
REG	SP-10	Fri, 26-Feb-10	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a first-half-session course	GRAD
OFMS	FL-10	Fri, 26-Feb-10		SYSC	Create Term in Astra	SYSC
SAR	SP-10	Sun, 28-Feb-10	4:00 PM	SAR	SAR/GAR due date	STDS
SOT	FL-10	Sun, 28-Feb-10		ORSAGGS	Define and verify the setup of the Period Control Validation table for the Pending Degree List.	
AC	SP-10	Mon, 01-Mar-10	7:00 AM		Begin seventh week of classes	
SAR	SP-10	Mon, 01-Mar-10	9:00 AM	OSAC	Begin SORF and CP refunds	STDS
ADM	FL-10	Mon, 01-Mar-10	5:00 PM	ADM	Close programs on fall transfer Web application.	
OFMS	FL-10	Mon, 01-Mar-10		RGST	Incorrect Credit Hours Course and Section for Reg Ready- begin running report	RGST
OFMS	SU-10	Mon, 01-Mar-10		CTLG	Section Fee Report - begin running report	RGST
OFMS	SU-10	Mon, 01-Mar-10		RGST	Incorrect Credit Hours Course and Section for Reg Ready- begin running report	RGST
SOT	FL-10	Mon, 01-Mar-10		ORREG	Review and update all term tables and forms (See SOT calendar and checklist)	
OFMS	FL-10	Mon, 01-Mar-10		SYSC	Run Non-traditional courses report (after 4pm, 1st 8 weeks, 2nd 8 weeks) & post to FMS website	SYSC
SOT	FL-10	Mon, 01-Mar-10		ORREG	Establish term-specific date ranges for course statuses on the Course Registration Status Form (SFARSTS) or the Schedule Processing Rules Form (SSARULE).	
OFMS	FL-10	Mon, 01-Mar-10		RGST	Linked Sections Report - begin running report	RGST
SOT	FL-10	Mon, 01-Mar-10		ORREG	Establish the appropriate display settings for midterm and final grades.	
OFMS	SU-10	Mon, 01-Mar-10		EVNT	Begin processing events	EVNT
OFMS	SU-10	Mon, 01-Mar-10		SYSC	Run Non-traditional courses report (after 4pm, 1st 8 weeks, 2nd 8 weeks) & post to FMS website	SYSC
OFMS	FL-10	Mon, 01-Mar-10		RGST	Reserved Seat Restrictions - begin running report	RGST
OFMS	FL-10	Mon, 01-Mar-10		SYSC	Notify Web Services for published version of Class Schedule & Catalog	SYSC
OFMS	SU-10	Mon, 01-Mar-10		RGST	Incorrect Billing Hours Course and Section for Reg Ready - begin running report	RGST

Process	Term		Time	I-Unit	Event	R-Unit
SOT	FL-10	Mon, 01-Mar-10		ORREG	Update Academic Standing for students who were re-admitted after dropped status for prior term	
OFMS	FL-10	Mon, 01-Mar-10		RGST	Incorrect Billing Hours Course and Section for Reg Ready - begin running report	RGST
SOT	FL-10	Mon, 01-Mar-10		ORREG	Establish and Web-enable Web-related enrollment and course status codes on the Course Registration Status Code Validation Form (STVRSTS).	
SOT	FL-10	Mon, 01-Mar-10		ORREG	Establish Web processing and Web display controls on the Term Control Form (SOATERM) for the term.	
SOT	FL-10	Mon, 01-Mar-10		ORREC	Determine which students were re-entered from dropped status for prior term	
OFMS	FL-10	Mon, 01-Mar-10		CSCH	Class Schedule - FMS sends notice to enter registration restrictions	CSCH
OFMS	FL-10	Mon, 01-Mar-10		CTLG	Section Fee Report - begin running report	RGST
OFMS	FL-10	Mon, 01-Mar-10		RGST	SCLS_Packaged_Sections - begin running report	RGST
OFMS	SU-10	Mon, 01-Mar-10		RGST	Linked Sections Report - begin running report	RGST
SAR	SP-10	Tue, 02-Mar-10	5:00 PM	OSAC	Deadline for end of month processing	
ADM	FL-10	Tue, 02-Mar-10	11:59 PM	ADM	Deadline for FA10 transfer applications.	
OFMS	SU-10	Tue, 02-Mar-10		RGST	Reg Credit Hours Equal to 0 with Reg Grading Mode Code Equal to S -begin running report	RGST
OFMS	SU-10	Tue, 02-Mar-10		RGST	Gradeable N with billing hours > 0 - begin running report	RGST
OFMS	FL-10	Tue, 02-Mar-10		RGST	Start Running Crosslist Reports - Run Master Crosslist Report	RGST
SOT	SU-10	Tue, 02-Mar-10		ORREG	Update Academic Standing for students who were re-admitted after dropped status for prior term	
OFMS	FL-10	Tue, 02-Mar-10		RGST	Reg Credit Hours Equal to 0 with Reg Grading Mode Code Equal to S -begin running report	RGST
OFMS	FL-10	Tue, 02-Mar-10		RGST	Gradeable N with billing hours > 0 - begin running report	RGST
ADM	FL-10	Tue, 02-Mar-10		ADM	Distribute FA09 open/closed list	
OFMS	SU-10	Tue, 02-Mar-10		RGST	SCAT_Credit_Hours - begin running report	RGST
OFMS	FL-10	Tue, 02-Mar-10		RGST	Incorrect Code for FR SO JR SR - begin running report	RGST
OFMS	FL-10	Tue, 02-Mar-10		RGST	SCAT_Credit_Hours - begin running report	RGST
OFMS	FL-10	Tue, 02-Mar-10		RGST	SSASECT CAPP Checkbox Checked with No Restrictions or Attributes and SSASECT CAPP Checkbox Unchecked with Restrictions or Attributes - begin running report	RGST
OFMS	SU-10	Tue, 02-Mar-10		RGST	Start Running Crosslist Reports - Run Master Crosslist Report	RGST
OFMS	SU-10	Tue, 02-Mar-10		RGST	Incorrect Code for FR SO JR SR - begin running report	RGST
OFMS	SU-10	Tue, 02-Mar-10		RGST	SSASECT CAPP Checkbox Checked with No Restrictions or Attributes and SSASECT CAPP Checkbox Unchecked with Restrictions or Attributes - begin running report	RGST
OFMS	FL-10	Wed, 03-Mar-10		RGST	Verification of Cross-Listed Course Data - begin running report	RGST
OFMS	FL-10	Wed, 03-Mar-10		CSCH	Course Catalog & Class Schedule posted to web	
SOT	SU-10	Thu, 04-Mar-10		ORREC	Determine which students were re-entered from dropped status for prior term	
OFMS	SU-10	Thu, 04-Mar-10		RGST	Verification of Cross-Listed Course Data - begin running report	RGST
OFMS	SU-10	Thu, 04-Mar-10		RGST	Courses Mapped to College/Department Error - report run	RGST
SOT	SU-10	Thu, 04-Mar-10		ORREG	Establish the appropriate display settings for midterm and final grades.	
SOT	SU-10	Thu, 04-Mar-10		ORREG	Establish and Web-enable Web-related enrollment and course status codes on the Course Registration Status Code Validation Form (STVRSTS).	
SOT	SU-10	Thu, 04-Mar-10		ORSAGGS	Define and verify the setup of the Period Control Validation table for the Pending Degree List.	
SOT	SU-10	Thu, 04-Mar-10		ORREG	Establish term-specific date ranges for course statuses on the Course Registration Status Form (SFARSTS) or the Schedule Processing Rules Form (SSARULE).	
SOT	SU-10	Thu, 04-Mar-10		ORREG	Review and update all term tables and forms (See SOT calendar and checklist)	
SOT	SU-10	Thu, 04-Mar-10		ORREG	Establish Web processing and Web display controls on the Term Control Form (SOATERM) for the term.	
DARwin	SP-10	Fri, 05-Mar-10	8:30 AM	AIT5	Mid-semester batch jobs for all UG Colleges	COLL
SAR	SP-10	Fri, 05-Mar-10	4:00 PM	OSAC	Deadline for SORF and CP refunds	STDS
REG	SP-10	Fri, 05-Mar-10	5:00 PM	STDS	Deadline for 60% Refund	
OFMS	FL-10	Fri, 05-Mar-10		CSCH	Class Schedule - Proof Copy final changes from departments due at 5:00 p.m.	CSCH
OFMS	FL-10	Fri, 05-Mar-10		RGST	Time Pattern Out of Normal Bounds - begin running report	RGST

Process	Term		Time	I-Unit	Event	R-Unit
OFMS	FL-10	Fri, 05-Mar-10		SYSC	Batch Load Schedule into Astra	SYSC
OFMS	FL-10	Fri, 05-Mar-10		RGST	Courses Mapped to College/Department Error - report run	RGST
AC	SP-10	Mon, 08-Mar-10	7:00 AM		Begin eighth week of classes	
SAR	SP-10	Mon, 08-Mar-10	9:00 AM	OSAC	Begin SEAL refunds	STDS
SAR	SP-10	Mon, 08-Mar-10	12:00 PM	OSAC	View account information on line	STDS
EOT	SP-10	Mon, 08-Mar-10		ORREC	Check Faculty Web - Final Grades - for Part of Term A to enable faculty to enter grades for First Half Part of Term courses	
OFMS	FL-10	Mon, 08-Mar-10		RGST	Section ID is Zero - begin running report	RGST
OFMS	SU-10	Mon, 08-Mar-10		RGST	Section ID is Zero - begin running report	RGST
OFMS	FL-10	Mon, 08-Mar-10		RGST	Sections with Zero as Max Enrollment - begin running report	RGST
OFMS	SU-10	Mon, 08-Mar-10		RGST	Sections with Zero as Max Enrollment - begin running report	RGST
OFMS	SU-10	Mon, 08-Mar-10		RGST	Reserved Seat Restrictions - begin running report	RGST
EOT	SP-10	Tue, 09-Mar-10	12:00 PM	ORREC	Final deadline for submitting Mid-Term grades for freshmen (12 NOON)	
EOT	SP-10	Tue, 09-Mar-10	12:01 PM	ORREC	Students can view mid-term grades from the Web	
EOT	SP-10	Tue, 09-Mar-10	12:01 PM	ORREC	Term controls are set to display mid-term grades to students via Self-Service	
SOT	SP-10	Tue, 09-Mar-10		ORREG	Populate Expected Graduation Date & Term	
SOT	SP-10	Tue, 09-Mar-10		ORREG	Clearinghouse Report (Audit)	
SOT	FL-10	Tue, 09-Mar-10		ORREG	Set Holds that prohibit Registration	
SOT	SP-10	Tue, 09-Mar-10		ORREG	Time Status Calculation (Update)	
SOT	SU-10	Tue, 09-Mar-10		ORREG	Set attributes for Priority Registration	
SOT	SU-10	Tue, 09-Mar-10		ORREG	Set Holds that prohibit Registration	
OFMS	FL-10	Tue, 09-Mar-10		SYSC	Request Catalog extract for official version	SYSC
SOT	SP-10	Tue, 09-Mar-10		ORREG	Remove E-Term Records	
EOT	SP-10	Wed, 10-Mar-10		ORREC	Mid-Term View Direct reports available for college/department staff and advisors	
SOT	SU-10	Wed, 10-Mar-10		ORREG	Deadline for attributes that are entered for Priority Registration	
OFMS	SU-10	Wed, 10-Mar-10		RGST	SCLS_Packaged_Sections - begin running report	RGST
OFMS	FL-10	Wed, 10-Mar-10		RGST	SCAT_Courses_With_CoRequisites_Entered report	RGST
OFMS	FL-10	Wed, 10-Mar-10		CSCH	Catalog - last day to make revisions prior to proof copy	CTLG
OFMS	SU-10	Wed, 10-Mar-10		RGST	SCAT_Courses_With_CoRequisites_Entered report	RGST
SOT	SU-10	Thu, 11-Mar-10		ORREG	Batch load scholar time tickets	
SOT	FL-10	Thu, 11-Mar-10		ORREG	Set attributes for Priority Registration	
SOT	FL-10	Thu, 11-Mar-10		ORREG	Deadline for attributes that are entered for Priority Registration	
SOT	FL-10	Thu, 11-Mar-10		ORREG	Batch load scholar time tickets	
DARwin	SP-10	Fri, 12-Mar-10	8:30 AM	AIT5	Degree list shortage jobs for ACES, ALS, AVI, COMM, FAA, LAS	COLL
SAR	SP-10	Fri, 12-Mar-10	4:00 PM	OSAC	Deadline for SEAL refunds	STDS
AC	SP-10	Fri, 12-Mar-10	5:00 PM	STDS	Deadline for UG sts to drop a semester course w/o acad. penalty (Late drop date)	COLL
AC	SP-10	Fri, 12-Mar-10	5:00 PM	STDS	Deadline for LAW students to drop a semester course	LAW
AC	SP-10	Fri, 12-Mar-10	5:00 PM	STDS	CR/NC option deadline for UG sts. in a semester course	COLL
REG	SP-10	Fri, 12-Mar-10	5:00 PM	STDS	Deadline for 50% Refund	
AC	SP-10	Fri, 12-Mar-10	5:00 PM	STDS	Deadline for UG sts to remove an "I" grade to prevent " F" by rule	COLL
AC	SP-10	Fri, 12-Mar-10	11:00 PM	STDS	Deadline for UG sts to withdraw without a grade of "W"	COLL
OFMS	SP-11	Fri, 12-Mar-10		CSCH	OR & FMS setup term controls	
OFMS	SU-10	Fri, 12-Mar-10		RGST	Time Pattern Out of Normal Bounds - begin running report	RGST
SNPSHT	SP-10	Fri, 12-Mar-10		DS	Last day to drop classes	
SOT	FL-10	Fri, 12-Mar-10		ORREG	Assign priority registration appointments (Time Ticketing)	
SOT	SU-10	Fri, 12-Mar-10		ORREG	Assign priority registration appointments (Time Ticketing)	
ADM	FL-10	Sat, 13-Mar-10		ADM	Materials must be received by this date to meet the Mar. 1 deadline.	
AC	SP-10	Mon, 15-Mar-10	7:00 AM		Begin ninth week of classes	

Process	Term		Time	I-Unit	Event	R-Unit
AC	SP-10	Mon, 15-Mar-10	7:00 AM		Begin second-half session course - MID TERM	
SAR	SP-10	Mon, 15-Mar-10	9:00 AM	OSAC	Begin Legacy Scholarship & Study Abroad Scholarship Fees refunds	STDS
OFMS	SP-10	Mon, 15-Mar-10		FNEX	FMS begins scheduling final exams	FNEX
SOT	FL-10	Mon, 15-Mar-10		ORREG	Show students their priority registration appointment time on Web for Student	
OFMS	SP-10	Mon, 15-Mar-10		RGST	Zero Section with Enrollment - begin running report	RGST
SOT	SP-10	Tue, 16-Mar-10		ORREG	Clearinghouse Report (Audit)	
SOT	SP-10	Tue, 16-Mar-10		ORREG	Populate Expected Graduation Date & Term	
SOT	SP-10	Tue, 16-Mar-10		ORREG	Time Status Calculation (Update)	
SOT	SP-10	Tue, 16-Mar-10		ORREG	Remove E-Term Records	
ADM	FL-10	Tue, 16-Mar-10		ADM	Freshman performing & visual arts letters need to be sent by this date.	
SOT	SP-10	Thu, 18-Mar-10		ORREG	Remove E-Term Records	
SOT	SP-10	Thu, 18-Mar-10		ORREG	Populate Expected Graduation Date & Term	
SOT	SP-10	Thu, 18-Mar-10		ORREG	Clearinghouse Extract (Update)	
SAR	SP-10	Fri, 19-Mar-10	4:00 PM	OSAC	Deadline for Legacy Scholarship & Study Abroad Scholarship Feesrefunds	STDS
AC	SP-10	Fri, 19-Mar-10	5:00 PM	STDS	Deadline for tuition & fees refund for second-half-session course range change	
AC	SP-10	Fri, 19-Mar-10	11:00 PM	STDS	Deadline for UG sts to add a second-half-session course	COLL
OFMS	SP-10	Fri, 19-Mar-10		FNEX	FMS posts final exam schedule to FMS website	FNEX
HSG	SP-10	Fri, 19-Mar-10		HSG	Begin weekly student attribute feeds	
AC	SP-10	Sat, 20-Mar-10	1:00 PM		Begin Spring Vacation	
HSG	SP-10	Sat, 20-Mar-10	3:00 PM	HSG	Undergraduate Residence Halls Close for Spring Break	
OFMS	SU-10	Mon, 22-Mar-10		RGST	Non-repeatable with Additional Schedule Types report	RGST
OFMS	FL-10	Mon, 22-Mar-10		RGST	Non-repeatable with Additional Schedule Types report	RGST
OFMS	SP-11	Mon, 22-Mar-10		SYSC	Request Class Schedule Term Roll in AUDIT - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
OFMS	SP-11	Wed, 24-Mar-10		SYSC	Request Class Schedule Term Roll in AUDIT - 2nd Run - BNR_SCSD1_TERMROLL_AUD_CHN	SYSC
HSG	FL-10	Thu, 25-Mar-10		HSG	Begin student attribute feeder	
OFMS	SP-11	Fri, 26-Mar-10		SYSC	Request Class Schedule Term Roll in UPDATE - BNR_SCSD1_TERMROLL_UPD_CHN	SYSC
ADM	FL-10	Sat, 27-Mar-10	8:00 AM	ADM	Begin Transfer Deans' Reviews	
HSG	SP-10	Sun, 28-Mar-10	12:00 PM	HSG	Undergraduate Residence Halls open at noon	
SAR	SP-10	Sun, 28-Mar-10	4:00 PM	OSAC	SAR/GAR due date	STDS
AC	SP-10	Sun, 28-Mar-10			End Spring vacation	
OFMS	SP-10	Sun, 28-Mar-10		CTLG	Post to web First Quarter Report of Course Changes	CTLG
AC	SP-10	Mon, 29-Mar-10	7:00 AM		Instruction resumes after Spring Break	
AC	SP-10	Mon, 29-Mar-10	7:00 AM		Begin tenth week of classes	
SOT	FL-10	Wed, 31-Mar-10		ORREG	Verify web registration is enabled (SOATERM)	
SAR	SP-10	Thu, 01-Apr-10	5:00 PM	OSAC	Deadline for end of month processing	
REG	SP-10	Fri, 02-Apr-10	5:00 PM	STDS	Deadline for 40% Refund	
SOT	SU-10	Fri, 02-Apr-10		ORREG	Verify web registration is enabled (SOATERM)	
ADM	FL-10	Sat, 03-Apr-10		ADM	Deans' Review Update (NOAs dated Apr. 5)	
AC	SP-10	Mon, 05-Apr-10	7:00 AM		Begin eleventh week of classes	
DEG	FL-10	Mon, 05-Apr-10	8:00 AM	AIT5	Web Entry Begins for August - Web for Students	STDS
DEG	FL-10	Mon, 05-Apr-10	8:00 AM	AIT5	Web Entry Begins for October & December - Web for Students	STDS
SAR	SP-10	Mon, 05-Apr-10	12:00 PM	OSAC	View account information on line	STDS
DEG	SP-10	Mon, 05-Apr-10	1:00 PM	ORSAGGS	Second Pending Degree List to graduate departments — May	DEPT
OFMS	SU-10	Mon, 05-Apr-10		CSCH	Banner opens for Registration	FYI
SOT	SU-10	Mon, 05-Apr-10		ORREG	Begin priority registration	
OFMS	SU-10	Mon, 05-Apr-10		RGST	Daily SSASECT Grade Mode and Hour Changes - begin running report	RGST
OFMS	FL-10	Mon, 05-Apr-10		RGST	Daily SSASECT Grade Mode and Hour Changes - begin running report	RGST
SOT	FL-10	Mon, 05-Apr-10		ORREG	Begin priority registration	

Process	Term		Time	I-Unit	Event	R-Unit
SNPSHT	FL-10	Mon, 05-Apr-10		DS	First day of early registration	
SNPSHT	SU-10	Mon, 05-Apr-10		DS	First day of early registration	
OFMS	FL-10	Mon, 05-Apr-10		CSCH	Banner opens for Registration	FYI
REG	SP-10	Fri, 09-Apr-10	11:00 PM	STDS	Deadline for GRAD sts to add a second-half-session course	GRAD
OFMS	SP-11	Fri, 09-Apr-10		CSCH	FMS updates classroom allocation list	CSCH
AC	SP-10	Mon, 12-Apr-10	7:00 AM		Begin twelfth week of classes	
ORMS	FL-10	Mon, 12-Apr-10		DATA	Daily SSASECT Grade Mode and Hours Changes - run report	
SOT	FL-10	Thu, 15-Apr-10		ORREG	Begin running UGTP Process	
AC	SP-10	Fri, 16-Apr-10	5:00 PM	STDS	CR/NC option deadline for UG sts. in a second-half-session	COLL
REG	SP-10	Fri, 16-Apr-10	5:00 PM	STDS	Deadline for GRAD sts to take final exam for doctoral deg in May	GRAD
AC	SP-10	Fri, 16-Apr-10	11:00 PM	STDS	Deadline for UG sts to drop a second-half-session course w/o acad. penalty	COLL
REG	SP-10	Fri, 16-Apr-10	11:00 PM	STDS	Deadline for GRAD sts to drop a semester course	GRAD
REG	SP-10	Fri, 16-Apr-10	11:00 PM	STDS	Deadline for GRAD sts to withdraw without a grade of "W"	GRAD
REG	SP-10	Fri, 16-Apr-10	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a semester course	GRAD
AC	SP-10	Mon, 19-Apr-10	7:00 AM		Begin thirteenth week of classes	
OFMS	SP-10	Mon, 19-Apr-10		DATA	Sections without Instructors report	DATA
OFMS	SU-10	Tue, 20-Apr-10		RGST	Enrollment vs Room Capacity - begin running report	RGST
OFMS	SP-11	Wed, 21-Apr-10		SYSC	Request Class Schedule extract for proof copy & provide run-time schedule (begin running tues-sat)	SYSC
DEG	SP-10	Fri, 23-Apr-10	1:00 PM	ORSAGGS	Send FIRST verification email to students concerning acad rec, name and address — May	STDS
REG	SP-10	Fri, 23-Apr-10	5:00 PM	STDS	Deadline for GRAD sts to add name to May graduation list	GRAD
DEG	SP-10	Fri, 23-Apr-10	5:00 PM	STDS	Deadline to add Graduate students to Pending Degree List — May	ORSAGGS
DEG	SP-10	Fri, 23-Apr-10	5:00 PM	DEPT	Second Pending Degree List due from Graduate Departments — May	ORSAGGS
SNPSHT	FL-10	Fri, 23-Apr-10		DS	Last day of early registration	
SNPSHT	SU-10	Fri, 23-Apr-10		DS	Last day of early registration	
OFMS	SU-10	Fri, 23-Apr-10		CSCH	FMS emails departments of Assessment Deadlines affecting student schedules	CSCH
OFMS	SP-11	Sat, 24-Apr-10		CSCH	Class Schedule initial copy to Departments	
AC	SP-10	Mon, 26-Apr-10	7:00 AM		Begin fourteenth week of classes	
EOT	SP-10	Mon, 26-Apr-10		ORREC	Send email to faculty to verify roster accuracy and, if necessary, instruct student to correct registration errors (late adds or drops)	
EOT	SP-10	Mon, 26-Apr-10		ORREC	Send email to colleges to verify grade mode, credit hours, honors learning agreements, etc.	
OFMS	FL-10	Mon, 26-Apr-10		CSCH	FMS assigns Intensive English Institute rooms	CSCH
SAR	SP-10	Wed, 28-Apr-10	4:00 PM	OSAC	SAR/GAR due date	STDS
EOT	SP-10	Fri, 30-Apr-10	8:00 AM	ORREC	Study Abroad and Thesis 599 sections are populated in batch with DFR grades and rolled to history	
EOT	SP-10	Fri, 30-Apr-10	8:10 AM	ORREC	Remove SSBFSEC rows that are created with the Term Roll Update process (to prevent faculty from grading ungradable sections)	
REG	SP-10	Fri, 30-Apr-10	5:00 PM	STDS	Deadline for GRAD sts to deposit May master's degree theses	GRAD
REG	SP-10	Fri, 30-Apr-10	11:00 PM	STDS	Deadline for GRAD sts to drop a second-half-session course	GRAD
REG	SP-10	Fri, 30-Apr-10	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a second-half-session course	GRAD
EOT	SP-10	Fri, 30-Apr-10		ORREG	Run Class Roster process to generate alphabetized rosters for grade input - For All Parts of Term	
SOT	FL-10	Fri, 30-Apr-10		ORREC	Update Test-Based Credit (TBC) processing parameters for Center for Teaching Excellence (CTE)	
ADM	FL-10	Sat, 01-May-10	5:00 PM	ADM	Last day for freshmen to accept admission offer.	
AC	SP-10	Mon, 03-May-10	7:00 AM		Begin fifteenth week of classes	
EOT	SP-10	Mon, 03-May-10	8:00 AM	ORREC	Send email to faculty about grading deadlines	
EOT	SP-10	Mon, 03-May-10	8:10 AM	ORREC	Send email to faculty about grading students with HCLA's	

Process	Term		Time	I-Unit	Event	R-Unit
EOT	SP-10	Mon, 03-May-10	8:15 AM	ORREC	Check Faculty Web - Final Grades - Parts of Term 1, B, XM, LF and EMB to enable faculty to enter grades	
EOT	SP-10	Mon, 03-May-10	8:20 AM	ORREC	Check "Display Final Grade" option on SSAWSEC for Open Learning Sections to enable faculty to enter grades for those sections	
EOT	SP-10	Mon, 03-May-10	8:30 AM	ORREC	Batch grade interface (run daily beginning when grading is turned on – until day before grade deadline)	
EOT	SP-10	Mon, 03-May-10	8:40 AM	ORREC	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)	
DEG	SP-10	Mon, 03-May-10	1:00 PM	ORSAGGS	Send SECOND verification email to students concerning acad rec, name and address — May	STDS
AC	SP-10	Mon, 03-May-10	5:00 PM	LAW	Last day of instruction - LAW	STDS
SAR	SP-10	Mon, 03-May-10	5:00 PM	OSAC	Deadline for end of month processing	
SOT	SU-10	Mon, 03-May-10		ORREG	Begin data clean-up for 10-day and Clearing House	
SOT	SU-10	Mon, 03-May-10		ORREG	Begin running UGTP Process	
AC	SP-10	Tue, 04-May-10	7:00 AM	LAW	Reading day - no classes - no exams LAW	
AC	SP-10	Wed, 05-May-10	7:00 AM	LAW	Begin final examinations - LAW	STDS
SAR	SP-10	Wed, 05-May-10	12:00 PM	OSAC	View account information on line	STDS
AC	SP-10	Wed, 05-May-10	10:00 PM		Last day of instruction - SPRING	
AC	SP-10	Thu, 06-May-10	7:00 AM		Reading day - no classes - no exams	
REG	SP-10	Thu, 06-May-10	5:00 PM	STDS	Deadline for GRAD sts to remove an "I" grade to prevent "F" by rule	GRAD
AC	SP-10	Fri, 07-May-10	8:00 AM		Begin final examinations	
REG	SP-10	Fri, 07-May-10	5:00 PM	STDS	Deadline for GRAD sts to deposit May doctoral degree theses	GRAD
OFMS	SU-10	Fri, 07-May-10		CSCH	Class Schedule - Department final course changes due before student assessments at 5:00 p.m.	CSCH
OFMS	SP-10	Fri, 07-May-10		DATA	Course and Section Title Compare Report - posted to FMS website and archived (printed copy put in binder)	DATA
OFMS	SP-10	Fri, 07-May-10		CSCH	First Day of Finals	FYI
SOT	SU-10	Sat, 08-May-10		ORREG	Begin Batch Fee Assessment (SFRFASC) (Full)	
ID	SU-10	Mon, 10-May-10	8:00 AM	ID	Summer student ID valid	STDS
DEG	SP-10	Mon, 10-May-10	5:00 PM	ORSAGGS	Final Pending Degree List to graduate departments — May	DEPT
SOT	SU-10	Mon, 10-May-10		ORREG	Update SOATERM to allow online assessment	
SOT	SU-10	Mon, 10-May-10		ORREG	Begin Batch Fee Assessment (SFRFASC) (Collector)	
SOT	SP-10	Tue, 11-May-10		ORREG	Clearinghouse Report (Audit)	
SOT	SP-10	Tue, 11-May-10		ORREG	Populate Expected Graduation Date & Term	
SOT	SP-10	Tue, 11-May-10		ORREG	Time Status Calculation (Update)	
SOT	SP-10	Tue, 11-May-10		ORREG	Remove E-Term Records	
EOT	SP-10	Wed, 12-May-10		ORREC	Run SHRROLL in audit mode, report errors only	
DARwin	SU-10	Thu, 13-May-10	8:30 AM	AIT5	Degree list shortage jobs for ACES, ALS, AVI, CBA, COMM, EDU, FAA, LAS (S1)	COLL
EOT	SP-10	Thu, 13-May-10		ORREC	Update SU09 and FA09 "I" grades to F by Rule for Graduate Students	
OFMS	SU-10	Thu, 13-May-10		DATA	Courses Approved for S/U Grading Only - report posted on web	DATA
SOT	SP-10	Thu, 13-May-10		ORREG	Populate Expected Graduation Date & Term	
SOT	SP-10	Thu, 13-May-10		ORREG	Remove E-Term Records	
SOT	SP-10	Thu, 13-May-10		ORREG	Clearinghouse Report (Audit)	
OFMS	SP-10	Thu, 13-May-10		FYI	Download Room Chart Report	CSCH
SOT	SP-10	Thu, 13-May-10		ORREG	Time Status Calculation (Update)	
OFMS	AY-10	Thu, 13-May-10		SYSC	Request Class Schedule Term Roll in AUDIT - BNR_SCSD1_TERMROLL_AUD_CHN for Academic Year Term (AO)	SYSC
OFMS	FL-10	Thu, 13-May-10		DATA	Courses Approved for S/U Grading Only - report posted on web	DATA
AC	SP-10	Fri, 14-May-10	5:00 PM	LAW	End final examinations - LAW	STDS

Process	Term		Time	I-Unit	Event	R-Unit
REG	SU-10	Fri, 14-May-10	5:00 PM	STDS	Deadline for 100% Refund (S1, SF)	
AC	SP-10	Fri, 14-May-10	10:00 PM		End final examinations	STDS
OFMS	AY-10	Fri, 14-May-10		SYSC	Request Class Schedule Term Roll in UPDATE - BNR_SCSO1_TERMROLL_UPD_CHN for Academic Year Term (AO)	SYSC
OFMS	AY-10	Fri, 14-May-10		SYSC	Review output of Term Roll Audit - Academic Year Term (AO)	SYSC
OFMS	SP-10	Fri, 14-May-10		CSCH	Last Day of Finals	FYI
HSG	SP-10	Sat, 15-May-10	12:00 PM	HSG	Halls close at 12pm unless participating in Commencement	
SOT	SU-10	Sat, 15-May-10		ORREG	Remove E-Term Records	
OFMS	SP-10	Sat, 15-May-10		SYSC	Disable term in Astra	SYSC
SOT	SU-10	Sat, 15-May-10		ORREG	Populate Expected Graduation Date & Term	
SOT	SU-10	Sat, 15-May-10		ORREG	Clearinghouse Report (Audit)	
AC	SP-10	Sun, 16-May-10	10:00 AM		Commencement exercises	
HSG	SP-10	Sun, 16-May-10	7:00 PM	HSG	Halls close at 7pm	
AC	SU-10	Mon, 17-May-10	7:00 AM		Begin instruction on campus - First day of classes (S1, SF)	
OFMS	SU-10	Mon, 17-May-10		CSCH	First Day of Instruction	FYI
OFMS	SP-11	Mon, 17-May-10		CSCH	FMS notifies web services to extract for preview	SYSC
OFMS	SP-11	Mon, 17-May-10		RGST	Reserved Seat Restrictions - begin running report	RGST
EOT	SP-10	Tue, 18-May-10		ORREC	Run SHRROLL in audit mode, report errors only	
SOT	SP-10	Wed, 19-May-10		ORREG	Clearinghouse Extract (Update)	
SOT	SP-10	Wed, 19-May-10		ORREG	Time Status Calculation (Update)	
SOT	SP-10	Wed, 19-May-10		ORREG	Populate Expected Graduation Date & Term	
SOT	SP-10	Wed, 19-May-10		ORREG	Remove E-Term Records	
ID	SP-10	Thu, 20-May-10	5:00 PM	ID	Spring student ID no longer valid	STDS
EOT	SP-10	Fri, 21-May-10	8:00 AM	ORREC	Run SHRROLL in audit mode, report errors only (morning)	
EOT	SP-10	Fri, 21-May-10	12:00 PM	ORREC	Final deadline for submitting all grades via Web Self-Service at 12:00 NOON	
EOT	SP-10	Fri, 21-May-10	12:10 PM	ORREC	Shut off web entry of grades after deadline at 12:01 PM	
EOT	SP-10	Fri, 21-May-10	12:20 PM	ORREC	Prepare NR file (afternoon)	
EOT	SP-10	Fri, 21-May-10	12:30 PM	ORREC	Run Grade interface – to apply NR grades to SFRSTCR records (afternoon)	
EOT	SP-10	Fri, 21-May-10	12:40 PM	ORREC	Run final grade roll (SHRROLL) – update mode, report errors only	
EOT	SP-10	Fri, 21-May-10	12:50 PM	ORREC	Run GPA calculation after the final grade roll is finished	
EOT	SP-10	Fri, 21-May-10	1:00 PM	ORREC	Run Final Graded Roster for Colleges & Departments to have documentation for all grades that were entered (SFRSLST) (SR1RSTG01S)	
EOT	SP-10	Fri, 21-May-10	1:10 PM	ORREC	Run SHRASTD academic standing in audit mode and view output on Reports	
EOT	SP-10	Fri, 21-May-10	1:20 PM	ORREC	Run SHRASTD academic standing in update mode and view output on Reports	
EOT	SP-10	Fri, 21-May-10	1:30 PM	ORREC	Run grade mailer process (SHRGRDE)	
AC	SU-10	Fri, 21-May-10	5:00 PM	STDS	Deadline for tuition & fees refund if reducing range (S1)	
REG	SU-10	Fri, 21-May-10	5:00 PM	STDS	Deadline for 80% Refund (S1)	
REG	SU-10	Fri, 21-May-10	11:00 PM	STDS	Deadline for GRAD sts to add a semester course (S1)	GRAD
AC	SU-10	Fri, 21-May-10	11:00 PM	STDS	Deadline for UG sts to add a four-week course (S1)	COLL
OFMS	SP-10	Fri, 21-May-10		SYSC	Request Archive of Class Schedule and Catalog Data on web	SYSC
SNPSHT	SP-10	Fri, 21-May-10		DS	After Grade Roll	
EOT	SP-10	Sat, 22-May-10	8:00 AM	ORREC	Turn on 'display final grade' on SOATERM to display grades on the web	
EOT	SP-10	Sat, 22-May-10	8:05 AM	ORREC	Students can view final grades from the Web	
SOT	FL-10	Sat, 22-May-10		ORREG	Verify rules are correct for updating student type.	
EOT	SP-10	Sun, 23-May-10	8:00 AM	ORREC	Run the Deferred, Incomplete, Administrative Grades Report (SH1DINR01B)	
EOT	SP-10	Sun, 23-May-10	8:10 AM	ORREC	Run the Academic Standing Reports for the colleges (SH1ASTD01Z, SH1ASTD02Z, SH1ASTD03Z)	
AC	SU-10	Mon, 24-May-10	7:00 AM		Begin second week of classes (S1, SF)	

Process	Term		Time	I-Unit	Event	R-Unit
EOT	SP-10	Mon, 24-May-10	8:00 AM	ORREC	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-10	Mon, 24-May-10	8:10 AM	ORREC	Run Grade Change Report (SH1GDCH01B)	
AC	SU-10	Tue, 25-May-10	7:00 AM	LAW	Begin instruction on campus - LAW summer session	
DEG	SP-10	Tue, 25-May-10	4:45 PM	AITS	First PDL batch degree load to Banner - Audit Mode — May	
DEG	SP-10	Tue, 25-May-10	5:00 PM	DEPT	Final Pending Degree List due from graduate departments — May	ORSAGGS
DEG	SP-10	Wed, 26-May-10	4:45 PM	AITS	First PDL batch degree load to Banner - Update Mode — May	STDS
OFMS	SP-11	Wed, 26-May-10		CSCH	Class Schedule posted to preview site	
SOT	SU-10	Wed, 26-May-10		ORREG	Remove E-Term Records	
OFMS	SP-11	Wed, 26-May-10		CSCH	Catalog - extract posted to web preview site	SYSC
SAR	SP-10	Fri, 28-May-10	4:00 PM	SAR	SAR/GAR due date	STDS
REG	SU-10	Fri, 28-May-10	5:00 PM	STDS	Deadline for 60% Refund (S1)	
AC	SU-10	Fri, 28-May-10	5:00 PM	STDS	CR/NC option deadline for UG sts. in a S1 four week course (S1)	COLL
REG	SU-10	Fri, 28-May-10	5:00 PM	STDS	Deadline for 90% Refund (SF)	
AC	SU-10	Fri, 28-May-10	11:00 PM	STDS	Deadline for UG sts to withdraw without a grade of "W" (S1)	COLL
AC	SU-10	Fri, 28-May-10	11:00 PM	STDS	Deadline for UG sts to drop a four-week course w/o acad. penalty (S1)	COLL
AC	FL-10	Sun, 30-May-10	7:00 AM		Begin "Get Ready for Illinois" (Summer Orientation Program for new students)	
AC	SU-10	Mon, 31-May-10	7:00 AM		Memorial Day (all-campus holiday)	
AC	SU-10	Mon, 31-May-10	7:00 AM		Begin third week of classes (S1, SF)	
SNPSHT	FL-10	Mon, 31-May-10		DS	Day before first day of summer orientation	
TOS	SP-10	Tue, 01-Jun-10	5:00 PM	ORREG	Create transcripts on hold for grades	
EOT	SP-10	Tue, 01-Jun-10		ORREC	Run SHRSTAD dean's list in audit mode and view output on Reports	
OFMS	FL-10	Tue, 01-Jun-10		EVNT	Begin processing events	EVNT
EOT	SP-10	Wed, 02-Jun-10		ORREC	Run SHRSTAD dean's list in update mode and view output on Reports	
EOT	SP-10	Thu, 03-Jun-10		ORREC	Run the Student Type Update process in audit mode (SHRTYPE)	
HSG	FL-10	Thu, 03-Jun-10		HSG	Begin weekly Housing (RH) address feeders	
OFMS	SU-10	Thu, 03-Jun-10		SYSC	Create 10th day information-Utilization reports (needs to be after 10th day to collect info)	SYSC
REG	SU-10	Fri, 04-Jun-10	5:00 PM	STDS	Deadline for 80% Refund (SF)	
REG	SU-10	Fri, 04-Jun-10	5:00 PM	STDS	Deadline for 40% Refund (S1)	
REG	SU-10	Fri, 04-Jun-10	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a four-week course (S1)	GRAD
REG	SU-10	Fri, 04-Jun-10	11:00 PM	STDS	Deadline for GRAD sts to withdraw without a grade of "W" (S1)	GRAD
REG	SU-10	Fri, 04-Jun-10	11:00 PM	STDS	Deadline for GRAD sts to drop a four-weeks course (S1)	GRAD
EOT	SP-10	Fri, 04-Jun-10		ORREG	Scan Audit Report for errors (SHRTYPE)	
AC	SU-10	Mon, 07-Jun-10	7:00 AM		Begin fourth week of classes (S1, SF)	
EOT	SU-10	Mon, 07-Jun-10		ORREC	Check Faculty Web - Final Grades - Parts of Term S1 to enable faculty to enter grades	
DARwin	SU-10	Tue, 08-Jun-10	8:30 AM	AITS	Degree list shortage jobs for ACES, ALS, AVI, CBA, COMM, EDU, FAA, LAS (S2)	COLL
SAR	SU-10	Tue, 08-Jun-10	12:00 PM	OSAC	View account information on line	STDS
EOT	SP-10	Wed, 09-Jun-10		ORREC	Run the Student Type Update process in update mode to automatically update the student type on the general student record (SHRTYPE)	
DEG	SP-10	Thu, 10-Jun-10	5:00 PM	AITS	Second PDL batch degree load to Banner - Audit Mode — May	
REG	SU-10	Fri, 11-Jun-10	5:00 PM	STDS	Deadline for 70% Refund (SF)	
DEG	SP-10	Fri, 11-Jun-10	5:00 PM	AITS	Second PDL batch degree load to Banner - Update Mode — May	STDS
AC	SU-10	Fri, 11-Jun-10	5:00 PM		Last day of instruction - Summer S1 (4 week) (S1)	
REG	SU-10	Fri, 11-Jun-10	5:00 PM	STDS	Deadline for 100% Refund (S2)	
AC	SU-10	Sat, 12-Jun-10	5:30 PM		End final examinations - Summer S1 (4 week) (S1)	STDS
SOT	SU-10	Sat, 12-Jun-10		ORREG	Time Status Calculation (Update) (S2)	
SNPSHT	SU-10	Sun, 13-Jun-10		DS	Day before first day of class (S2)	
AC	SU-10	Mon, 14-Jun-10	7:00 AM		Begin instruction on campus - First day of classes S2, S2A (S2)	

Process	Term		Time	I-Unit	Event	R-Unit
OFMS	SU-10	Mon, 14-Jun-10		CSCH	FMS checks list of Pending sections for purpose of releasing rooms	CSCH
DEG	SP-10	Thu, 17-Jun-10	4:45 PM	AIT5	Final PDL batch degree load to Banner - Audit Mode — May	
SOT	SU-10	Thu, 17-Jun-10		ORREG	Time Status Calculation (Audit) (S2)	
DEG	SP-10	Fri, 18-Jun-10	4:45 PM	AIT5	Deadline to enter data in Pending Degree List Application (PDL) — May	COLL
DEG	SP-10	Fri, 18-Jun-10	4:45 PM	AIT5	Final PDL batch degree load to Banner - Update Mode — May	STDS
REG	SU-10	Fri, 18-Jun-10	5:00 PM	STDS	Deadline for 60% Refund (SF)	
REG	SU-10	Fri, 18-Jun-10	5:00 PM	STDS	Deadline for 90% Refund (S2)	
AC	SU-10	Fri, 18-Jun-10	11:00 PM	STDS	Deadline for UG sts to add a first-half-session course (S2)	COLL
SOT	SU-10	Fri, 18-Jun-10		ORREG	Cohort Load Process (S2)	
AC	SU-10	Mon, 21-Jun-10	7:00 AM		Begin second week of classes (S2)	
DEG	SP-10	Mon, 21-Jun-10	8:30 AM	AIT5	Final degree list available on View Direct — May	COLL
DEG	SP-10	Mon, 21-Jun-10	8:30 AM	AIT5	Final degree list available to Office of Publication — May	PUB
TOS	SP-10	Mon, 21-Jun-10	5:01 PM	ORREG	Create transcripts on hold for MAY degrees	
OFMS	SU-10	Mon, 21-Jun-10		RGST	Zero Section with Enrollment - begin running report	RGST
AC	SU-10	Tue, 22-Jun-10	5:00 PM	STDS	Deadline for tuition & fees refund if reducing range (S2)	
AC	SU-10	Tue, 22-Jun-10	11:00 PM	STDS	Deadline for UG sts to add an eight-weeks course (S2)	AIT5
DEG	SU-10	Tue, 22-Jun-10	11:59 PM	AIT5	Web Entry Ends for August PDL - Web for Students (S2)	STDS
OFMS	SU-10	Tue, 22-Jun-10		DATA	Sections without Instructors report	DATA
SNPSHT	SU-10	Tue, 22-Jun-10		DS	Last day to add classes/10th day of class (census) (S2)	
DEG	SU-10	Wed, 23-Jun-10	5:00 PM	ORSAGGS	First Pending Degree List to graduate departments — August	DEPT
SOT	SU-10	Wed, 23-Jun-10		ORREG	Update SOATERM to allow online time status calculation (S2)	
OFMS	SU-10	Wed, 23-Jun-10		DATA	Section Grade Mode Not Equal to Registration Grade Mode Report and Gradable Error reports	DATA
DEG	SP-10	Thu, 24-Jun-10	1:00 PM	ORSAGGS	Submit diploma order to Diploma Printing Company — May	
SOT	SU-10	Thu, 24-Jun-10		ORREG	Time Status Calculation (Update) (S2)	
SOT	SU-10	Thu, 24-Jun-10		ORREG	Clearinghouse Extract (Update) (S2)	
SOT	SU-10	Thu, 24-Jun-10		ORREG	Populate Expected Graduation Date & Term (S2)	
AC	SU-10	Fri, 25-Jun-10	5:00 PM	STDS	CR/NC option deadline for UG sts. in a first-half-session course (S2)	COLL
REG	SU-10	Fri, 25-Jun-10	5:00 PM	STDS	Deadline for 50% Refund (SF)	
REG	SU-10	Fri, 25-Jun-10	5:00 PM	STDS	Deadline for 80% Refund (S2)	
REG	SU-10	Fri, 25-Jun-10	11:00 PM	STDS	Deadline for GRAD sts to add a first-half-session course (S2A)	GRAD
REG	SU-10	Fri, 25-Jun-10	11:00 PM	STDS	Deadline for GRAD sts to add a semester course (S2)	GRAD
AC	SU-10	Fri, 25-Jun-10	11:00 PM	STDS	Deadline for UG sts to drop a first-half-session course w/o acad. penalty (S2)	COLL
OFMS	SP-11	Fri, 25-Jun-10		CSCH	Class Schedule - initial copy changes done by departments (FMS begins scheduling rooms)	CSCH
OFMS	SU-10	Sun, 27-Jun-10		CTLG	Post to web Second Quarter Report of Course Changes	CTLG
AC	SU-10	Mon, 28-Jun-10	7:00 AM		Begin third week of classes (S2)	
SAR	SU-10	Mon, 28-Jun-10	4:00 PM	SAR	SAR/GAR due date	STDS
SOT	FL-10	Mon, 28-Jun-10		ORREC	Verify current Dean's List requirements by College	
OFMS	SU-10	Mon, 28-Jun-10		FNEX	FMS notifies departments to submit request for final exams	FNEX
OFMS	SU-10	Wed, 30-Jun-10		FNEX	Download Class Schedule Extract - used for scheduling final exams	FNEX
SAR	SU-10	Fri, 02-Jul-10	5:00 PM	OSAC	Deadline for end of month processing	
REG	SU-10	Fri, 02-Jul-10	5:00 PM	STDS	Deadline for 70% Refund (S2)	
REG	SU-10	Fri, 02-Jul-10	11:00 PM	STDS	Deadline for GRAD sts to drop a first-half-session course (S2A)	GRAD
REG	SU-10	Fri, 02-Jul-10	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a first-half-session course (S2A)	GRAD
SNPSHT	SP-10	Fri, 02-Jul-10		DS	Final grade (first Friday 42 days after Academic Standing Processing)	
OFMS	SU-10	Fri, 02-Jul-10		FNEX	Final exam requests due from departments	FNEX
OFMS	SU-10	Fri, 02-Jul-10		CSCH	Class Schedule - priority in classrooms ends	CSCH
OFMS	SU-10	Sat, 03-Jul-10		CSCH	Events - priority in classrooms begins	EVNT
AC	SU-10	Sun, 04-Jul-10	7:00 AM		Independence Day (S2)	

Process	Term		Time	I-Unit	Event	R-Unit
REG	SU-10	Tue, 06-Jul-10	5:00 PM	STDS	Deadline for GRAD sts to add name to August graduation list	GRAD
DEG	SU-10	Tue, 06-Jul-10	5:00 PM	DEPT	First Pending Degree List due from graduate departments — August	ORSAGGS
EOT	SU-10	Tue, 06-Jul-10		ORREC	Check Faculty Web - Final Grades - Part of Term S2A to enable faculty to enter grades	
OFMS	SU-10	Tue, 06-Jul-10		FNEX	FMS begins scheduling final exams	FNEX
DEG	SU-10	Wed, 07-Jul-10	5:00 PM	STDS	Deadline to add Graduate students to Pending Degree List — August	ORSAGGS
SAR	SU-10	Thu, 08-Jul-10	12:00 PM	OSAC	View account information on line	STDS
REG	SU-10	Fri, 09-Jul-10	5:00 PM	STDS	Deadline for 50% Refund (S2)	
REG	SU-10	Fri, 09-Jul-10	5:00 PM	STDS	Deadline for 40% Refund (SF)	
AC	SU-10	Fri, 09-Jul-10	5:00 PM	STDS	CR/NC option deadline for UG sts. in a semester course (S2)	COLL
AC	FL-10	Fri, 09-Jul-10	5:00 PM		End "Get Ready for Illinois" (Summer Orientation Program for new students)	
AC	SU-10	Fri, 09-Jul-10	11:00 PM	STDS	Deadline for UG sts to withdraw without a grade of "W" (S2)	COLL
AC	SU-10	Fri, 09-Jul-10	11:00 PM	STDS	Deadline for UG sts to drop an eight-weeks course w/o acad. penalty (S2)	COLL
SNPSHT	SU-10	Fri, 09-Jul-10		DS	Last day to drop classes (S2)	
SNPSHT	FL-10	Fri, 09-Jul-10		DS	Last day of summer orientation	
AC	SU-10	Mon, 12-Jul-10	7:00 AM		Begin second-half-session course - MID-TERM (S2)	
AC	SU-10	Mon, 12-Jul-10	7:00 AM		Begin fifth week of classes (S2)	
DARwin	SU-10	Mon, 12-Jul-10	8:30 AM	AIT5	Degree list shortage jobs for ACES, ALS, AVI, COMM, FAA, LAS (S2)	COLL
REG	SU-10	Fri, 16-Jul-10	5:00 PM	STDS	Deadline for 40% Refund (S2)	
AC	SU-10	Fri, 16-Jul-10	11:00 PM	STDS	Deadline for UG sts to add a second-half-session course (S2)	COLL
AC	SU-10	Mon, 19-Jul-10	7:00 AM		Begin sixth week of classes (S2)	
OFMS	SU-10	Mon, 19-Jul-10		FNEX	FMS posts final exam schedule to FMS website	FNEX
ADM	FL-10	Tue, 20-Jul-10	5:00 PM	ADM	Send first warning letter to freshman and transfer accepts with missing final transcripts.	
OFMS	SU-10	Thu, 22-Jul-10		DATA	Sections without Instructors report	DATA
DEG	SU-10	Fri, 23-Jul-10	1:00 PM	ORSAGGS	Send FIRST verification email to students concerning name and address — August	STDS
AC	SU-10	Fri, 23-Jul-10	5:00 PM	STDS	CR/NC option deadline for UG sts. in a second-half-session (S2)	COLL
AC	SU-10	Fri, 23-Jul-10	5:00 PM	LAW	Last day of instruction - LAW summer session	STDS
REG	SU-10	Fri, 23-Jul-10	11:00 PM	STDS	Deadline for GRAD sts to add a second-half-session course (S2B)	GRAD
REG	SU-10	Fri, 23-Jul-10	11:00 PM	STDS	Deadline for GRAD sts to withdraw without a grade of "W" (S2)	GRAD
REG	SU-10	Fri, 23-Jul-10	11:00 PM	STDS	Deadline for GRAD sts to drop a semester course (S2)	GRAD
AC	SU-10	Fri, 23-Jul-10	11:00 PM	STDS	Deadline for UG sts to drop a second-half-session course w/o acad. Penalty (S2)	COLL
REG	SU-10	Fri, 23-Jul-10	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a semester course (S2)	GRAD
AC	SU-10	Mon, 26-Jul-10	7:00 AM	LAW	Reading day - no classes - no exams LAW	
AC	SU-10	Mon, 26-Jul-10	7:00 AM		Begin seventh week of classes (S2)	
EOT	SU-10	Mon, 26-Jul-10		ORREC	Begin running Registration clean-up reports in preparation for grade collection	
EOT	SU-10	Mon, 26-Jul-10		ORREC	Send email to colleges to verify grade mode, credit hours, honors learning agreements, etc.	
AC	SU-10	Tue, 27-Jul-10	7:00 AM	LAW	Begin final examinations - LAW summer session	STDS
SAR	SU-10	Wed, 28-Jul-10	4:00 PM	OSAC	SAR/GAR due date	STDS
AC	SU-10	Thu, 29-Jul-10	5:00 PM	LAW	End final examinations - LAW summer session	STDS
EOT	SU-10	Fri, 30-Jul-10	8:00 AM	ORREC	Study Abroad and Thesis 599 sections are populated in batch with DFR grades and rolled to history	
EOT	SU-10	Fri, 30-Jul-10	8:10 AM	ORREC	Remove SSBFSEC rows that are created with the Term Roll Update process (to prevent faculty from grading ungradable sections)	
DEG	SU-10	Fri, 30-Jul-10	1:00 PM	ORSAGGS	Send SECOND verification email to students concerning acad rec, name and address — August	STDS
REG	SU-10	Fri, 30-Jul-10	5:00 PM	STDS	Deadline for GRAD sts to deposit August master's degree theses	GRAD
REG	SU-10	Fri, 30-Jul-10	11:00 PM	STDS	Deadline for GRAD sts to drop a second-half-session course (S2B)	GRAD
REG	SU-10	Fri, 30-Jul-10	11:00 PM	STDS	Deadline for GRAD sts to take CR/NC option in a second-half-session course (S2B)	GRAD
EOT	SU-10	Fri, 30-Jul-10		ORREG	Run Class Roster process to generate alphabetized rosters for grade input - For All Parts of Term	

Process	Term		Time	I-Unit	Event	R-Unit
OFMS	FL-10	Fri, 30-Jul-10		CSCH	FMS emails departments of Assessment Deadlines affecting student schedules	CSCH
AC	SU-10	Mon, 02-Aug-10	7:00 AM		Begin eighth week of classes (S2)	
EOT	SU-10	Mon, 02-Aug-10	8:00 AM	ORREC	Send email to faculty about grading deadlines	
EOT	SU-10	Mon, 02-Aug-10	8:10 AM	ORREC	Check Faculty Web - Final Grades - Parts of Term 1, LF, S2, S2B, SF and XM to enable faculty to enter grades	
EOT	SU-10	Mon, 02-Aug-10	8:20 AM	ORREC	Check "Display Final Grade" option on SSAWSEC for Open Learning Sections to enable faculty to enter grades for those sections	
EOT	SU-10	Mon, 02-Aug-10	8:30 AM	ORREC	Batch grade interface (run daily beginning when grading is turned on – until day before grade deadline)	
EOT	SU-10	Mon, 02-Aug-10	8:40 AM	ORREC	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)	
OFMS	FL-10	Mon, 02-Aug-10		RGST	Enrollment vs Room Capacity - begin running report	RGST
SAR	SU-10	Tue, 03-Aug-10	5:00 PM	OSAC	Deadline for end of month processing	
OFMS	FL-10	Wed, 04-Aug-10		DATA	Discovery Enrollment Report - begin data clean-up, report run by Provost's Office	DATA
AC	SU-10	Thu, 05-Aug-10	7:00 AM		Last day of instruction - Summer Session S2, S2B, 1, SF	
AC	SU-10	Thu, 05-Aug-10	12:00 PM		Reading day - no classes - no exams (S2)	
AC	SU-10	Fri, 06-Aug-10	7:00 AM		Begin final examinations (S2, S2B, 1, SF)	
SAR	SU-10	Fri, 06-Aug-10	12:00 PM	OSAC	View account information on line	STDS
EOT	SU-10	Fri, 06-Aug-10		ORREC	Run SHRROLL in audit mode, report errors only	
OFMS	SU-10	Fri, 06-Aug-10		CSCH	First Day of Finals	FYI
OFMS	SU-10	Fri, 06-Aug-10		DATA	Course and Section Title Compare Report - posted to FMS website and archived (printed copy put in binder)	DATA
AC	SU-10	Sat, 07-Aug-10	5:30 PM		End final examinations (S2, S2B, 1,SF)	STDS
OFMS	SU-10	Sat, 07-Aug-10		CSCH	Last Day of Finals	FYI
OFMS	SU-10	Sat, 07-Aug-10		FYI	Download Room Chart Report	CSCH
SOT	FL-10	Sat, 07-Aug-10		ORREG	Begin data clean-up for 10-day and Clearing House	
OFMS	SU-10	Sat, 07-Aug-10		SYSC	Disable term in Astra	SYSC
SOT	SU-10	Mon, 09-Aug-10		ORREG	Time Status Calculation (Update) (S2)	
SOT	SU-10	Mon, 09-Aug-10		ORREG	Remove E-Term Records (S2)	
AC	SU-10	Mon, 09-Aug-10			Degree conferral date (August)	
SOT	SU-10	Mon, 09-Aug-10		ORREG	Populate Expected Graduation Date & Term (S2)	
SOT	SU-10	Mon, 09-Aug-10		ORREG	Clearinghouse Report (Audit) (S2)	
EOT	SU-10	Tue, 10-Aug-10		ORREC	Run SHRROLL in audit mode, report errors only	
SOT	SU-10	Thu, 12-Aug-10		ORREG	Clearinghouse Extract (Update) (S2)	
SOT	SU-10	Thu, 12-Aug-10		ORREG	Time Status Calculation (Update) (S2)	
SOT	SU-10	Thu, 12-Aug-10		ORREG	Populate Expected Graduation Date & Term (S2)	
SOT	SU-10	Thu, 12-Aug-10		ORREG	Remove E-Term Records (S2)	
EOT	SU-10	Fri, 13-Aug-10	8:00 AM	ORREC	Run SHRROLL in audit mode, report errors only (morning)	
EOT	SU-10	Fri, 13-Aug-10	12:00 PM	ORREC	Final deadline for submitting all grades via Web Self-Service at 12:00 NOON	
EOT	SU-10	Fri, 13-Aug-10	12:01 PM	ORREC	Shut off web entry of grades after deadline at 12:01 PM	
EOT	SU-10	Fri, 13-Aug-10	12:10 PM	ORREC	Prepare NR file (afternoon)	
EOT	SU-10	Fri, 13-Aug-10	12:20 PM	ORREC	Run Grade interface – to apply NR grades to SFRSTCR records (afternoon)	
EOT	SU-10	Fri, 13-Aug-10	12:30 PM	ORREC	Run final grade roll (SHRROLL) – update mode, report errors only	
EOT	SU-10	Fri, 13-Aug-10	12:40 PM	ORREC	Run GPA calculation after the final grade roll is finished	
EOT	SU-10	Fri, 13-Aug-10	12:50 PM	ORREC	Run Final Graded Roster for Colleges & Departments to have documentation for all grades that were entered (SFRSLST) (SR1RSTG01S)	
EOT	SU-10	Fri, 13-Aug-10	1:00 PM	ORREC	Run SHRASTD academic standing in audit mode and view output on Reports	
EOT	SU-10	Fri, 13-Aug-10	1:10 PM	ORREC	Run SHRASTD academic standing in update mode and view output on Reports	

Process	Term		Time	I-Unit	Event	R-Unit
EOT	SU-10	Fri, 13-Aug-10	1:20 PM	ORREC	Run grade mailer process (SHRGRDE)	
SOT	FL-10	Fri, 13-Aug-10		ORREG	Time Status Calculation (Audit)	
OFMS	FL-10	Fri, 13-Aug-10		CSCH	Class Schedule - Department final course changes due before student assessments at 5:00 p.m.	CSCH
EOT	SU-10	Sat, 14-Aug-10	8:00 AM	ORREC	Turn on 'display final grade' on SOATERM to display grades on the web	
EOT	SU-10	Sat, 14-Aug-10	8:10 AM	ORREC	Students can view final grades from the Web	
ADM	FL-10	Sat, 14-Aug-10	5:00 PM	ADM	Update decision rules in Banner for SP10 & FA10	
SOT	FL-10	Sat, 14-Aug-10		ORREG	Begin Batch Fee Assessment (SFRFASC) (Full)	
SOT	FL-10	Sat, 14-Aug-10		ORREG	Update SOATERM to allow online assessment	
ADM	FL-10	Sat, 14-Aug-10		ADM	Rescind admission offers or place registration holds on students who have accepted our admission offer but not submitted final transcripts.	
SNPSHT	SU-10	Sat, 14-Aug-10		DS	After Grade Roll	
EOT	SU-10	Sun, 15-Aug-10	8:00 AM	ORREC	Run the Deferred, Incomplete, Administrative Grades Report (SH1DINR01B)	
EOT	SU-10	Sun, 15-Aug-10	8:10 AM	ORREC	Run the Academic Standing Reports for the colleges (SH1ASTD01Z, SH1ASTD02Z, SH1ASTD03Z)	
EOT	SU-10	Mon, 16-Aug-10	8:00 AM	ORREC	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-10	Mon, 16-Aug-10	8:10 AM	ORREC	Run Grade Change Report (SH1GDCH01B)	
EOT	SU-10	Mon, 16-Aug-10	8:20 AM	ORREC	Run the Student Type Update process in audit mode (SHRTYPE)	
ADM	FL-10	Mon, 16-Aug-10			AppWorx chains (PGPA calculation, decision assignment, high-school characteristics) must be updated for new processing terms	
OFMS	SU-10	Mon, 16-Aug-10		SYSC	Request Archive of Class Schedule and Catalog Data on web	SYSC
ADM	FL-10	Mon, 16-Aug-10		ADM	Update letters & reports for the new processing year (Profiles - high school characteristic year)	
SOT	FL-10	Mon, 16-Aug-10		ORREG	Begin Batch Fee Assessment (SFRFASC) (Collector)	
EOT	SU-10	Tue, 17-Aug-10		ORREG	Scan Audit Report for errors (SHRTYPE)	
EOT	SU-10	Wed, 18-Aug-10		ORREC	Run the Student Type Update process in update mode to automatically update the student type on the general student record (SHRTYPE)	
TOS	SU-10	Thu, 19-Aug-10	5:00 PM	ORREG	Create transcripts on hold for AUGUST degrees S2	
SOT	FL-10	Sat, 21-Aug-10		ORREG	Populate Expected Graduation Date & Term	
SOT	FL-10	Sat, 21-Aug-10		ORREG	Remove E-Term Records	
SOT	FL-10	Sat, 21-Aug-10		ORREG	Time Status Calculation (Update)	
SOT	FL-10	Sat, 21-Aug-10		ORREG	Clearinghouse Report (Audit)	
SNPSHT	FL-10	Sun, 22-Aug-10		DS	Day before first day of class	
AC	FL-10	Mon, 23-Aug-10	7:00 AM	LAW	Begin instruction on campus - LAW	
AC	FL-10	Mon, 23-Aug-10	7:00 AM		Begin instruction on campus - First day of classes	
OFMS	FL-10	Mon, 23-Aug-10		CSCH	First Day of Instruction	FYI
TOS	SU-10	Tue, 24-Aug-10	5:00 PM	ORREG	Create transcripts on hold for grades S2	
ADM	FL-10	Thu, 26-Aug-10	8:00 AM	ADM	Nondegree registration begins.	
OFMS	SU-11	Thu, 26-Aug-10		CSCH	OR & FMS setup term controls	
OFMS	FL-11	Fri, 27-Aug-10		CSCH	OR & FMS setup term controls	
SAR	SU-10	Sat, 28-Aug-10	4:00 PM	SAR	SAR/GAR due date	STDS