

Mon.	Tue.	Wed.	Thu.	Fri.
		1	2	3
		<ul style="list-style-type: none"> ✔ Monthly residency audit. ✔ Process AP tape for Fall admits. 	<ul style="list-style-type: none"> ✔ Spring 09: Consortium/IEE missing grades due. 	<ul style="list-style-type: none"> ✔ University Holiday: Campus Closed.
6	7	8	9	10
<ul style="list-style-type: none"> ✔ SSI: Create EHS/EHC. ✔ Orientation Slots. ✔ Enrollment Tracker. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ UMEG opens for SSI grades. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Add SSI to "View your grades" on Testudo/Portal. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Orientation. 	<ul style="list-style-type: none"> ✔ SSI: last day of classes. ✔ Orientation.
13	14	15	16	17
<ul style="list-style-type: none"> ✔ SSII & IIC begin; \$20 late fee begins. ✔ SSII & IIC: begin WL checkin; run ZAPPER. ✔ NSC: SSI end of term submission. ✔ Orientation Slots. ✔ Enrollment Tracker. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ SSI grades due 9pm. ✔ Calculate SSI grades. ✔ Run: Teacher Collect Fall 09. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ SSIIC: end sched adj: deadline to w/d w/ 50% refund. ✔ SSIIC: deadline UG to drop w/o 'W'. ✔ Mail dept: Teacher Collect Fall 09. ✔ FREEZE: Annual degrees. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Residency military audit. ✔ SSI: run hold for grades transcripts. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Summer 09: deadline to apply for graduation. ✔ SSII: deadline sched adj; to w/d w/70% refund. ✔ SSII: deadline UG to chg CR/GM w/o perm. ✔ SSII: deadline to drop a crs w/o 'W'.
20	21	22	23	24
<ul style="list-style-type: none"> ✔ Run SSII official class list & download. ✔ AACRAO Tech. ✔ Orientation Slots. ✔ Enrollment Tracker. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Send UMEG official rosters. ✔ Send UMEG email for roster verifications. ✔ FREEZE: SSII. ✔ AACRAO Tech. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Run SSI grades for UC & Incompletes. ✔ Reindex Spring courses. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ SSIIC: deadline UG to drop a crs w/'W'. ✔ SSIIC: deadline GR to drop a crs, chg SECT/CR/GM w/o dept. perm. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ SSII: deadline to w/d w/50% refund. ✔ Run degree update file for Alumni. ✔ Deadline: Rm Scheduling Spring 10. ✔ Orientation.
27	28	29	30	31
<ul style="list-style-type: none"> ✔ Begin graduating minor info to depts. ✔ Begin: Fall 2009 899 Registration. ✔ SOC: run Spring 10 proof. ✔ Orientation Slots. ✔ Enrollment Tracker. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Post dept.: Spring 10 proof on scheduling site for review. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Schedule data check: Spring room seats; Fall classes on hold. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ SSII: deadline to w/d w/20% refund. ✔ SSIIC: last day of term & to w/d w/no refund. ✔ SSIID: deadline to apply & reg w/o \$20 late fee. ✔ SSIID: deadline to drop crs/cncl w/100% ref.

July 17, 2009

 Orientation.

July 31, 2009

 Orientation.

Mon.	Tue.	Wed.	Thu.	Fri.
3	4	5	6	7
<ul style="list-style-type: none"> ✔ SSIID begins; \$20 late reg fee begins. ✔ Run SSI grade reports. ✔ Orientation Slots. ✔ Enrollment Tracker. ✔ Monthly residency audit. 	<ul style="list-style-type: none"> ✔ Email Vets re: Registration/Certification. ✔ Run: UG approved courses. 	<ul style="list-style-type: none"> ✔ SSIID: deadline sched adj; w/d w/50% refund. ✔ SSIID: deadline UG to drop a crs w/o'W'. 	<ul style="list-style-type: none"> ✔ Post: UG approved course preview on scheduling site. 	<ul style="list-style-type: none"> ✔ SSII: deadline to drop a crs w/'W'. ✔ SSII: deadline GR to drop a crs, chg SECT/GM/CR w/o dept. perm. ✔ Dept. deadline: online sched & rm priority Wint.10. ✔ Reg Guide: Spring 10 upfront materials in mail.
10	11	12	13	14
<ul style="list-style-type: none"> ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Scheduling data checks: Fall 09 room seats & edit report. 	<ul style="list-style-type: none"> ✔ SOC: run Winter 10 proof. ✔ Dept. deadline: Proof Spring 10, email submission. 	<ul style="list-style-type: none"> ✔ SSIID: deadline UG to drop a crs w/'W'. ✔ SSIID: deadline GR to drop a crs, chg SECT/CR/GM w/o dept. perm. 	<ul style="list-style-type: none"> ✔ Post dept.: Winter 10 proof on scheduling site for review. ✔ Dept. deadline: Fall 09 teacher collect #1.
17	18	19	20	21
<ul style="list-style-type: none"> ✔ SSII: create EHS/EHC. ✔ Run Fall 09 Tech Classroom Report. ✔ Enrollment Tracker. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ UMEG opens for SSII grades. ✔ Run next summer rollover. ✔ Enrollment Tracker. ✔ Advising Conference. 	<ul style="list-style-type: none"> ✔ Yearbook data. ✔ SSII grades available on Testudo/Portal. ✔ Enrollment Tracker. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ August minor clearances due. ✔ Schedule data check: Room change & edit report Fall 09. ✔ Enrollment Tracker. ✔ Advising Conference. 	<ul style="list-style-type: none"> ✔ SSII & IID end. ✔ SSII & IID: deadline to w/d w/no refund. ✔ Online Term IV ends (Summer 09). ✔ Reg Guide: Spring 10 upfront changes due from depts. ✔ Enrollment Tracker. ✔ Orientation.
24	25	26	27	28
<ul style="list-style-type: none"> ✔ NSC SSII end of term submission. ✔ Set Term Control (TCTRL) for Fall 09, Winter 10, Spring 10. ✔ Set Term Dates (TTRMDTU) for Fall 09, Winter 10, Spring 10. ✔ Enrollment Tracker. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ SSII grades due 9pm. ✔ Calculate SSII grades. ✔ Enrollment Tracker. ✔ Orientation. ✔ IES: Fall Orientation. 	<ul style="list-style-type: none"> ✔ Enrollment Tracker. ✔ Orientation. ✔ IES: Fall Orientation. 	<ul style="list-style-type: none"> ✔ SSII: run hold for grades transcripts. ✔ Enrollment Tracker. ✔ Orientation. 	<ul style="list-style-type: none"> ✔ Fall: deadline to reg w/o \$20 late fee. ✔ Fall: deadline to drop crs/cancel reg w/ 100% refund. ✔ NSC Fall early submission. ✔ Run degree update for Alumni. ✔ Athletic certification Fall 09. ✔ Set Enroll: Class Begin.
31				
<ul style="list-style-type: none"> ✔ Fall classes begin; begin man WL checkin. ✔ Fall: begin registration for non-degree seeking students. ✔ Fall: run ZAPPER; \$20 late fee begins. ✔ Change Testudo drop messages. ✔ Online Term I Begins (Fall 09). ✔ Enrollment Tracker. 				

August 7, 2009

- ✔ Mail info to confidential code 2 students.

August 24, 2009

- ✔ IES: Fall Orientation.

August 28, 2009

- ✔ Remove time release attributes.
- ✔ Send UMEG preliminary rosters.
- ✔ Enrollment Tracker.
- ✔ Orientation.

Mon.	Tue.	Wed.	Thu.	Fri.
	<p>1</p> <ul style="list-style-type: none"> ✔ Monthly residency audit. ✔ Enrollment Tracker. 	<p>2</p> <ul style="list-style-type: none"> ✔ Golden ID/SIE reg (for day classes) begins. ✔ IES: MEI Begins. ✔ Enrollment Tracker. 	<p>3</p> <ul style="list-style-type: none"> ✔ SSII: run hold for grades transcripts. ✔ Enrollment Tracker. 	<p>4</p> <ul style="list-style-type: none"> ✔ Fall: deadline FT UG to chg to PT w/80% refund. ✔ Run UC grades and incompletes. ✔ Review: Fall 09 teacher collect. ✔ Enrollment Tracker.
<p>7</p> <ul style="list-style-type: none"> ✔ University Holiday: Labor Day Campus Closed. 	<p>8</p> <ul style="list-style-type: none"> ✔ Run SSII grade reports. ✔ Enrollment Tracker. 	<p>9</p> <ul style="list-style-type: none"> ✔ Deadline for August degree clearance. ✔ Enrollment Tracker. 	<p>10</p> <ul style="list-style-type: none"> ✔ Post August 2009 Degrees. ✔ Reg Guide: Spring 10 first proof. ✔ Enrollment Tracker. 	<p>11</p> <ul style="list-style-type: none"> ✔ Download diploma file. ✔ IES: SEVIS summer graduation report due. ✔ Enrollment Tracker.
<p>14</p> <ul style="list-style-type: none"> ✔ Fall: deadline UG sched adj & drop w/o'W'. ✔ Fall: deadline w/d w/80% refund. ✔ Fall: deadline GR to drop a crs w/80% refund. ✔ Fall: deadline to add a crs w/o perm. ✔ Fall: deadline to apply for F 09 graduation 	<p>15</p> <ul style="list-style-type: none"> ✔ Last day WL checkin; final ZAPPER. ✔ Begin re/adds req deans/dept. chair approval. ✔ Complete all Fall 09 residency petitions. ✔ NSC summer degree submission. ✔ Run fundamental study update. ✔ Run Fall official class lists & download. 	<p>16</p> <ul style="list-style-type: none"> ✔ FREEZE: Fall. ✔ Set Enroll: FREEZE. ✔ NSC first of term submission. ✔ Send immunization reminder. ✔ August: Run hold for degree trans. ✔ Send UMEG official rosters. 	<p>17</p> <ul style="list-style-type: none"> ✔ Build Spring 10 ECS. ✔ Send email to instructors to verify UMEG rosters. ✔ Run benchmark batch jobs. 	<p>18</p> <ul style="list-style-type: none"> ✔ Run SSI & SSII grade verifications. ✔ UMEG closes for summer grades. ✔ Depts.: Begin Summer 10 online scheduling. ✔ Run student phone book.
<p>21</p> <ul style="list-style-type: none"> ✔ Fall: deadline to w/d w/60% refund. ✔ Email students: early registration. ✔ Download August Double Major/Degree File. ✔ Run labels for diploma mailing. ✔ Preview sched. data prior to Fall 10 rollover. 	<p>22</p> <ul style="list-style-type: none"> ✔ Begin mailing August diplomas. 	<p>23</p> <ul style="list-style-type: none"> ✔ Run: next Fall rollover. 	<p>24</p> <ul style="list-style-type: none"> ✔ Schedule data check: classes on hold Spring 10. ✔ Review schedule data Fall 10 after rollover. 	<p>25</p> <ul style="list-style-type: none"> ✔ Run degree updates for Alumni. ✔ Spring & Winter 10 SOC on Testudo/Portal.
<p>28</p> <ul style="list-style-type: none"> ✔ Fall: deadline to w/d w/40% refund. ✔ Deadline: insert all transfer credit & fund studies updates. ✔ Fall: create EWG files. ✔ Run jobs to set reg. appts. ✔ Run Fall course offerings & historical data. ✔ Reg Guide: SP 10 Blue line. 	<p>29</p> <ul style="list-style-type: none"> ✔ Open UMEG for EW grades. ✔ Dept. deadline: Winter 10 SIS access teacher collect. 	<p>30</p>		

September 14, 2009

- ✔ Begin printing August 2009 Diplomas.
- ✔ Set Enrollment: End schedule adjustment.
- ✔ Enrollment Tracker.

September 21, 2009

- ✔ IES: SEVIS new student report due.

Mon.	Tue.	Wed.	Thu.	Fri.
			1	2
			<ul style="list-style-type: none"> ✔ Monthly residency audit. 	
5	6	7	8	9
<ul style="list-style-type: none"> ✔ Fall: deadline to w/d w/20% refund. ✔ Review: Fall 10 classroom updates. 	<ul style="list-style-type: none"> ✔ Faculty deadline to inform UMEG of non-attendance. 	<ul style="list-style-type: none"> ✔ Begin: Fall 10 online scheduling & room priority. ✔ Dept. deadline: crs changes affecting advanced reg. SP 10. ✔ Set-up Time Release Plan. 	<ul style="list-style-type: none"> ✔ Distribute early reg materials. ✔ Registration notice to grad depts. ✔ EW grades due 9pm. ✔ Run incomplete reports for previous year. 	<ul style="list-style-type: none"> ✔ Run EW grades. ✔ Candidate email reminder.
12	13	14	15	16
<ul style="list-style-type: none"> ✔ Summer 09: Consortium/IEE missing grades due. ✔ MATH 01xx course exam & change registration (tentative). 	<ul style="list-style-type: none"> ✔ Spring 10 reg guide to loading dock. ✔ Schedule data check: Spring edit & room seats reports. 	<ul style="list-style-type: none"> ✔ Schedule Spring & Winter 10 Event Priority. ✔ IES: SEVIS continuing student report due. 	<ul style="list-style-type: none"> ✔ Spring 10 reg guide distribution. ✔ Mail EW grades to students. 	<ul style="list-style-type: none"> ✔ Run degree update for Alumni.
19	20	21	22	23
<ul style="list-style-type: none"> ✔ Begin accepting Winter 10 apps. 	<ul style="list-style-type: none"> ✔ Begin graduating minor info to depts. 	<ul style="list-style-type: none"> ✔ Begin Leave of Absence Option for Fall. 		<ul style="list-style-type: none"> ✔ Email students w/4+ exams.
26	27	28	29	30
	<ul style="list-style-type: none"> ✔ Schedule data check: Spring 10 classes on hold. ✔ MBA registration (tentative). ✔ Winter reg begins (NB: different from SP 10 early reg date). ✔ Online Term II reg begins (Winter). 	<ul style="list-style-type: none"> ✔ CLIS Registration (tentative). ✔ Freshmen Connection registration begins (tentative). ✔ NSC Fall mid term submission. 	<ul style="list-style-type: none"> ✔ Early reg begins: special groups/grad students/appt mode. 	<ul style="list-style-type: none"> ✔ Dept. deadline: summer online scheduling. ✔ Dept. deadline: Summer crs info to appear on data verification. ✔ Online Term III Registration Begins.

Mon.	Tue.	Wed.	Thu.	Fri.
2	3	4	5	6
<ul style="list-style-type: none"> ✔ Monthly residency audit. ✔ Residency audit: Intl students. 	<ul style="list-style-type: none"> ✔ Last day names included in commencement program. ✔ Dept. honors/certificates due to diploma office. ✔ Chappell studios candidate file. 	<ul style="list-style-type: none"> ✔ Run summer data verification reports. ✔ Review: Fall teacher collect. 	<ul style="list-style-type: none"> ✔ Dept. deadline: Online sched & room priority (Fall 10). 	<ul style="list-style-type: none"> ✔ Fall deadline students w/4+exams to reschedule 4th exam. ✔ Begin Fall room scheduling. ✔ Post: Summer 10 data verification to scheduling site for rev.
9	10	11	12	13
<ul style="list-style-type: none"> ✔ Fall: deadline UG drop a crs w/'W'. ✔ Fall: deadline GR drop a crs, chg SECT/CR/GM/ w/o dept. perm. ✔ Run 1st commencement program proof. ✔ Set enrollment 10th week. 	<ul style="list-style-type: none"> ✔ Run: Fall 10 data verifications. 		<ul style="list-style-type: none"> ✔ Post dept.: Fall 10 data verification on scheduling site. 	<ul style="list-style-type: none"> ✔ Commencement program due to University Publications.
16	17	18	19	20
<ul style="list-style-type: none"> ✔ Mail EW grade letter to faculty. 		<ul style="list-style-type: none"> ✔ Run: Spring teacher collect #1. ✔ Begin: Spring online teacher collect. ✔ Dept. deadline: email approved summ data verification to sched. 		<ul style="list-style-type: none"> ✔ Summer SOC on Testudo/Portal. ✔ Online Term I Ends.
23	24	25	26	27
<ul style="list-style-type: none"> ✔ Email dept.: Fall non-standard course times for review. 		<ul style="list-style-type: none"> ✔ Process all trans & vers prior to closing. ✔ Change away messages. ✔ Post: Spring teacher collect #1. ✔ Notify NSC of closing. 	<ul style="list-style-type: none"> ✔ University Holiday: Campus Closed. 	<ul style="list-style-type: none"> ✔ University Holiday: Campus Closed.
30				
<ul style="list-style-type: none"> ✔ Set enroll: grade. ✔ Online Term II Begins (Winter). ✔ MSACRAO: Philadelphia. 				

Mon.	Tue.	Wed.	Thu.	Fri.
	1	2	3	4
	<ul style="list-style-type: none"> ✔ Fall: Create EHS/EHC. ✔ Monthly residency audit. ✔ MSACRAO: Philadelphia. 	<ul style="list-style-type: none"> ✔ UMEG opens for Fall grades. ✔ MSACRAO: Philadelphia. 	<ul style="list-style-type: none"> ✔ Fall grades available in Testudo/Portal. ✔ MSACRAO: Philadelphia. 	<ul style="list-style-type: none"> ✔ Schedule data checks: Spring edit reports. ✔ Flip Benchmarks. ✔ Diploma Address Email reminder. ✔ Run update: Dec, May, Aug degrees for Alumni.
7	8	9	10	11
<ul style="list-style-type: none"> ✔ Enrollment Tracker. ✔ Download Fall PhD Diploma File. 	<ul style="list-style-type: none"> ✔ Begin printing Fall PhD Diplomas. 	<ul style="list-style-type: none"> ✔ SOC: Summer 10 CORE changes due. 	<ul style="list-style-type: none"> ✔ Spring: last day of registration in appointment mode. 	<ul style="list-style-type: none"> ✔ Last day of classes. ✔ Deadline to w/d or take LOA. ✔ Study days: December 12 & 13.
14	15	16	17	18
<ul style="list-style-type: none"> ✔ Final exams begin. ✔ NSC Fall additional submission. ✔ Distribute PhD diplomas to colleges. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Final exams. ✔ Deadline: Fall room scheduling. ✔ Reindex Fall courses. 	<ul style="list-style-type: none"> ✔ Final exams. ✔ SOC: run Fall 10 proof. 	<ul style="list-style-type: none"> ✔ Final exams. ✔ Post dept.: Fall 10 proof on scheduling site for review. ✔ Athletic rollover. 	<ul style="list-style-type: none"> ✔ Final exams: Friday and Saturday. ✔ Final exams end Dec. 19. ✔ Main commencement Saturday Dec. 19. ✔ College commencement Sunday Dec. 20.
21	22	23	24	25
<ul style="list-style-type: none"> ✔ Minor clearances due. ✔ Run Tech classroom report for Winter 10. ✔ Run degree update for Alumni. ✔ Enrollment Tracker. 			<ul style="list-style-type: none"> ✔ Process all trans/verifications prior to closing. ✔ Notify NSC of closing. ✔ Fall grades due by 5pm. ✔ Change away messages. 	<ul style="list-style-type: none"> ✔ University Holiday: Offices Closed.
28	29	30	31	
<ul style="list-style-type: none"> ✔ University Holiday: Offices Closed. 	<ul style="list-style-type: none"> ✔ University Holiday: Offices Closed. 	<ul style="list-style-type: none"> ✔ University Holiday: Offices Closed. 	<ul style="list-style-type: none"> ✔ University Holiday: Offices Closed. 	

Mon.	Tue.	Wed.	Thu.	Fri.
				1
				<ul style="list-style-type: none"> ✔ University Holiday: Offices Closed. ✔ Winter: deadline to cancel/drop crs w/ 100% refund. ✔ Winter: deadline to reg w/o \$20 late fee.
4	5	6	7	8
<ul style="list-style-type: none"> ✔ Winter begins. ✔ Begin mandatory WL checkin: run ZAPPER; \$20 late fee begins. ✔ Calculate Fall grades. ✔ Change Testudo drop messages. ✔ Monthly residency audit. ✔ Email Vets re: Certification. 	<ul style="list-style-type: none"> ✔ Sched: room seats comparison; Spring edit/courses on hold. ✔ Begin: Spring 10 899 registration. 	<ul style="list-style-type: none"> ✔ Winter: last day of sched adj. ✔ Winter: deadline to w/d or drop a crs w/ 50% refund. ✔ Winter: deadline UG to drop w/o 'W'. ✔ Fall: run hold for grades transcripts. ✔ Run new IA/AAP retention cont. list. 	<ul style="list-style-type: none"> ✔ Winter: last day of WL checkin. ✔ Run winter official class lists and download. 	<ul style="list-style-type: none"> ✔ FREEZE: Winter. ✔ Send UMEG official winter rosters. ✔ IES: SEVIS Fall graduation report due.
11	12	13	14	15
<ul style="list-style-type: none"> ✔ Run Tech classroom report for Spring 10. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Deadline for December graduation clearance. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Run Fall grade reports. ✔ Reg guide: Fall 10 upfront changes due from depts. ✔ Run dean's list, INC/NG report, UC grades. ✔ Dept. deadline: Spring teacher collect #1. ✔ Dept. deadline: Proof Fall 10, email 	<ul style="list-style-type: none"> ✔ Winter: deadline for UG to drop a crs w/ 'W'. ✔ Winter: deadline GR to drop a crs, chg SECT/CR/GM w/o perm. ✔ Post December 2009 degrees. ✔ Set Term Control (TCTRL) for 1005, 1008, 1101.
18	19	20	21	22
<ul style="list-style-type: none"> ✔ University Holiday: Campus Closed. 	<ul style="list-style-type: none"> ✔ Winter: create EHS/EHC. ✔ Download Fall 2009 Diploma File. ✔ Run: Spring edit report (begin running daily). ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ UMEG opens for Winter grades. ✔ Begin printing Fall 2009 Diplomas. ✔ Run labels for December diplomas. ✔ Fall: run hold for degree transcript requests. ✔ IES: Spring Orientation. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Winter grades available on Testudo/Portal. ✔ Begin mailing December diplomas. ✔ Run degree update for Alumni. ✔ IES: Spring Orientation. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Winter ends. ✔ Spring: deadline to reg w/o \$20 late fee. ✔ Spring: deadline to drop a crs/cancel w/ 100% refund. ✔ NSC Spring early reg submission. ✔ NSC: Fall degree submission. ✔ Send UMEG preliminary rosters.
25	26	27	28	29
<ul style="list-style-type: none"> ✔ Spring: classes begin; begin mand WL checkin. ✔ Spring: run ZAPPER; \$20 late reg fee begins. ✔ Spring: begin registration for non-degree seeking students. ✔ Change Testudo drop messages. 	<ul style="list-style-type: none"> ✔ Winter grades due 9pm. ✔ Calculate Winter grades. ✔ NSC Winter end of term submission. ✔ Sched data check: Fall edit report; seats report. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Golden ID/SIE reg (for day classes) begins. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Winter: run hold for grades transcripts. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Spring: deadline FT UG to change to PT w/80% refund. ✔ Enrollment Tracker.

January 4, 2010

- ✔ Reg Guide: Fall 10 upfront materials in mail.
- ✔ Send Winter UMEG rosters.
- ✔ Enrollment Tracker.

January 14, 2010

- submission.
- ✔ Enrollment Tracker.

January 15, 2010

- ✔ Set Term Dates (TTRMDTU) for 1005, 1008, 1101.
- ✔ Enrollment Tracker.

January 22, 2010

- ✔ Athletic certification SP 10.
- ✔ IES: Spring Orientation.
- ✔ Enrollment Tracker.

January 25, 2010

- ✔ NSC Fall end of term submission.
- ✔ Enrollment Tracker.

Mon.	Tue.	Wed.	Thu.	Fri.
1	2	3	4	5
<ul style="list-style-type: none"> ✔ Monthly residency audit. ✔ Review: Spring teacher collect. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Spring: deadline to w/d w/80% refund. ✔ Spring: deadline UG sched adj; drop w/o 'W'. ✔ Spring: deadline GR to drop a crs w/80% refund. ✔ Spring: deadline GR add a crs w/o perm. ✔ Spring: deadline to apply for SP 10 graduation. ✔ Request ELM data from OIT.
8	9	10	11	12
<ul style="list-style-type: none"> ✔ Begin reg/adds requiring deans/dept. chair perm. ✔ Last day WL checkin. ✔ Run final ZAPPER. ✔ Complete all Spring 2010 residency petitions. ✔ Run fundamental study update. ✔ Run Spring 10 official CLIST & download. 	<ul style="list-style-type: none"> ✔ FREEZE: Spring. ✔ Send UMEG official rosters. 	<ul style="list-style-type: none"> ✔ Residency audits of new admits (Visa, address etc.). ✔ Build Fall 10 ECS. ✔ NSC Spring first of term submission. ✔ Send UMEG notifications to instructors to verify rosters. 	<ul style="list-style-type: none"> ✔ Run Winter grade reports. ✔ Sched data checks: fall edit & room seats reports. 	<ul style="list-style-type: none"> ✔ Spring: deadline to w/d w/60% refund. ✔ Fall 09: Consortium/IIE missing grades due. ✔ Run UG catalog proof (tentative).
15	16	17	18	19
<ul style="list-style-type: none"> ✔ Begin accepting Summer 10 apps. ✔ Post dept.: UG catalog proof on scheduling site. 				<ul style="list-style-type: none"> ✔ Spring: deadline to w/d w/40% refund. ✔ Online Term II ends (Winter 10). ✔ Fall 2010 SOC on Testudo/Portal. ✔ Run degree update for Alumni. ✔ Deadline for colleges to return fund studies. ✔ IES: SEVIS new student report due 2/20.
22	23	24	25	26
<ul style="list-style-type: none"> ✔ Spring: create EW grade files. ✔ Send immunization reminder. 	<ul style="list-style-type: none"> ✔ Begin SS 10 registration. ✔ Term IV Online Registration Begins. ✔ Open UMEG for EW grades. 			<ul style="list-style-type: none"> ✔ Spring: deadline to w/d w/20% refund. ✔ Reg Guide: Fall 10 Blue line.

February 5, 2010

- Reg Guide: Fall 10 first proof.
- Enrollment Tracker.

February 8, 2010

- Enrollment Tracker.

Mon.	Tue.	Wed.	Thu.	Fri.
1	2	3	4	5
<ul style="list-style-type: none"> ✔ Monthly residency audit. ✔ Begin summer enrollment reports. ✔ Online Term III Begins Spring 10. ✔ Begin scanning registrar documents. ✔ Request summer orientation dates. ✔ Begin planning master calendar. ✔ Dept. deadline: UG catalog proof. 	<ul style="list-style-type: none"> ✔ Check spring teacher collect before evaluations go out. 		<ul style="list-style-type: none"> ✔ Sched data check: Fall edit reports. ✔ Dept. honors/cert deadline letters. ✔ EW grades due 9pm. 	<ul style="list-style-type: none"> ✔ Run EW grades. ✔ IES: SEVIS continuing student report due.
8	9	10	11	12
<ul style="list-style-type: none"> ✔ MATH 01xx course exam & change registration (tentative). ✔ Distribute early reg materials. ✔ Plan for Time Release. 	<ul style="list-style-type: none"> ✔ Dept. deadline: crs changes affecting advanced reg (Fall 10). ✔ Registration email to Global-Grad. 	<ul style="list-style-type: none"> ✔ Residency audit: Grad Assistants. 	<ul style="list-style-type: none"> ✔ Mail EW grades to students. 	<ul style="list-style-type: none"> ✔ Email students: early registration. ✔ Dept. deadline: Final exam special requests. ✔ Process all transcripts/verifications before closing. ✔ Notify NSC of closing. ✔ Change away messages.
15	16	17	18	19
<ul style="list-style-type: none"> ✔ Spring break: Offices Closed. 	<ul style="list-style-type: none"> ✔ Spring break: Offices Closed. ✔ Reg Guide: Fall 2010 to loading dock. 	<ul style="list-style-type: none"> ✔ Admin: offices reopen. ✔ Email graduating candidates to confirm info. ✔ Candidate email reminder. 	<ul style="list-style-type: none"> ✔ Admin offices reopen. ✔ Reg Guide: Fall 2010 Campus Distribution. 	<ul style="list-style-type: none"> ✔ Admin offices reopen. ✔ Run degree update for Alumni. ✔ Complete Spring 10 exam schedule and post online.
22	23	24	25	26
<ul style="list-style-type: none"> ✔ Begin Leave of Absence Option for Spring. ✔ Begin editing course listings for UG catalog. 		<ul style="list-style-type: none"> ✔ CLIS Registration (tentative). ✔ Freshmen Connection registration begins (tentative). ✔ MBA registration (tentative). 	<ul style="list-style-type: none"> ✔ Early reg begins: special groups/grad students/appt. ✔ Online Term I Registration Begins. ✔ May dept. honors/certs due to diploma office. 	<ul style="list-style-type: none"> ✔ Email students w/4 + finals. ✔ Begin preparing for final PRDs.
29	30	31		
<ul style="list-style-type: none"> ✔ UG regular appts begin. ✔ Preview Spring 11 scheduling data prior to rollover. ✔ Email Global-Grad & Colleges candidate cleanup. 	<ul style="list-style-type: none"> ✔ Run: next Winter rollover. 	<ul style="list-style-type: none"> ✔ Run next Spring rollover. ✔ NSC midterm submission. ✔ Begin Graduating minor info to colleges. 		

Mon.	Tue.	Wed.	Thu.	Fri.
			1	2
			<ul style="list-style-type: none"> ✔ Monthly residency audit. ✔ Review: Spring teacher collect. 	<ul style="list-style-type: none"> ✔ Review Spring 11 scheduling data after rollover.
5	6	7	8	9
<ul style="list-style-type: none"> ✔ Confirm special orientation dates for IDs. 		<ul style="list-style-type: none"> ✔ Run Spring course offerings & historical data. 		<ul style="list-style-type: none"> ✔ Spring: deadline UG drop crs w/'W'. ✔ Spring: deadline GR drop crs, chg SECT/CR/GM w/o dept. perm. ✔ Spring deadline: students w/4+ finals to reschedule 4th. ✔ Begin Spring 11 data review.
12	13	14	15	16
<ul style="list-style-type: none"> ✔ Deadline: May honors for commencement programs. 		<ul style="list-style-type: none"> ✔ Mail EW grade letter to faculty. 	<ul style="list-style-type: none"> ✔ May commencement program due to University Publications. 	<ul style="list-style-type: none"> ✔ Deadline: UG catalog, data entry. ✔ Catalog: Begin Proofreading.
19	20	21	22	23
<ul style="list-style-type: none"> ✔ May honors to University Publications. 	<ul style="list-style-type: none"> ✔ Chapell studies candidate address. 		<ul style="list-style-type: none"> ✔ AACRAO: New Orleans. 	<ul style="list-style-type: none"> ✔ Run degree update for Alumni. ✔ AACRAO: New Orleans (through Sunday).
26	27	28	29	30
<ul style="list-style-type: none"> ✔ Begin commencement ticket distribution. ✔ Enrollment Tracker. 		<ul style="list-style-type: none"> ✔ Begin: Online scheduling & room priority (SP 11). 		<ul style="list-style-type: none"> ✔ Finalize PRD rosters.

Mon.	Tue.	Wed.	Thu.	Fri.
3	4	5	6	7
<ul style="list-style-type: none"> ✔ Monthly residency audit. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Spring Create EHS/EHC. ✔ Begin extra commencement ticket distribution. 	<ul style="list-style-type: none"> ✔ UMEG opens for Spring grades. ✔ Schedule Priority Events (Fall 10). 	<ul style="list-style-type: none"> ✔ Last day of appts. ✔ Spring grades available on Testudo/Portal. ✔ Set enroll: end adv reg. ✔ Download Spring 2010 Phd Diploma File. 	<ul style="list-style-type: none"> ✔ Begin printing Spring 2010 PhD Diplomas.
10	11	12	13	14
<ul style="list-style-type: none"> ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Last day of classes. ✔ Deadline to w/d or process LOA. ✔ Diploma Address Email Reminder. ✔ Barcodes check. 	<ul style="list-style-type: none"> ✔ Study day. ✔ NSC Spring additional submission. 	<ul style="list-style-type: none"> ✔ Final exams begin. ✔ Distribute PhD diplomas to colleges. 	<ul style="list-style-type: none"> ✔ Final exams on Friday and Saturday. ✔ Deadline: UG catalog complete proofreading.
17	18	19	20	21
<ul style="list-style-type: none"> ✔ Final exams. ✔ Run Tech classroom for Summer I 10. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Final exams. 	<ul style="list-style-type: none"> ✔ Final exams end. 	<ul style="list-style-type: none"> ✔ Senior day. ✔ Main commencement. ✔ Run degree update for Alumni. ✔ Athletic Rollover. 	<ul style="list-style-type: none"> ✔ College commencement. ✔ Spring grades due 9pm. ✔ Online Term III ends (SP 10).
24	25	26	27	28
<ul style="list-style-type: none"> ✔ University Holiday: Campus Closed. 	<ul style="list-style-type: none"> ✔ Calculate Spring grades. ✔ Minor clearances due. ✔ Run new IA/AAP retention contact list. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Distribute candidate records to colleges. 	<ul style="list-style-type: none"> ✔ Schedule data checks: Fall room seats & classes on hold. ✔ Spring: run hold for grades transcripts. 	<ul style="list-style-type: none"> ✔ Deadline: cancel SSI & IA reg w/100% refund. ✔ NSC Spring end of term submission. ✔ TC Equiv File for UMSA. ✔ Send UMEG preliminary rosters.
31				
<ul style="list-style-type: none"> ✔ SSI & IA begin; \$20 late reg fee begins. ✔ SSI: begin 70% refund for single crs drops. ✔ SSI & IA: begin mandatory WL checkin. ✔ SSI & IA: run ZAPPER. ✔ Golden ID registration begins. ✔ Online Term IV begins (Summ 10). ✔ Enrollment Tracker. 				

Mon.	Tue.	Wed.	Thu.	Fri.
	1	2	3	4
	<ul style="list-style-type: none"> ✔ Monthly residency audit. 	<ul style="list-style-type: none"> ✔ SSIA: deadline to w/d or drop w/50% refund. ✔ SSIA: deadline schedule adjustment. ✔ SSIA: deadline UG to drop w/o 'W'. ✔ Deadline: May candidate clearance. 		<ul style="list-style-type: none"> ✔ SSI: deadline schedule adjustment. ✔ SSI: deadline to w/d or drop w/70% refund. ✔ SSI: deadline UG to drop w/o 'W'. ✔ Post May 2010 degrees. ✔ Mail deg % athletic rpt to colleges. ✔ Set enroll: Mid regis.
7	8	9	10	11
<ul style="list-style-type: none"> ✔ SSI: last day WL checkin. ✔ SSI: UG reg activity requires dean's/dept. approval. ✔ Run official CLIST & download. ✔ Download Spring 2010 Diploma File. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ FREEZE: SSI. ✔ Send UMEG official rosters. 	<ul style="list-style-type: none"> ✔ Spring: run hold for degree transcript requests. ✔ Begin printing Spring 2010 Diplomas. ✔ Dept. deadline: Online scheduling & room priority (SP 11). 	<ul style="list-style-type: none"> ✔ SSIA: deadline for UG to drop a crs w/'W'. ✔ SSIA: deadline GR to drop a crs, chg SECT/CR/GM w/o perm. ✔ NSC Spring degree submission. ✔ Run spring grade reports. ✔ Run dean's list INC/NG & UC grades. 	<ul style="list-style-type: none"> ✔ SSI: deadline to w/d w/50% refund. ✔ Begin Room scheduling (SP 11).
14	15	16	17	18
<ul style="list-style-type: none"> ✔ Run: Data verifications (SP 11). ✔ Run diploma mailing labels. ✔ Orientation Slots. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Begin mailing May diplomas. 	<ul style="list-style-type: none"> ✔ Post dept.: Spring 11 data verification on scheduling site. 		<ul style="list-style-type: none"> ✔ SSIA: term ends; deadline to w/d (no refund).
21	22	23	24	25
<ul style="list-style-type: none"> ✔ SSIB begins; \$20 late reg fee begins. ✔ Orientation Slots. ✔ Enrollment Tracker. 	<ul style="list-style-type: none"> ✔ Download Spring 2010 Double Major/ Double Degree File. 	<ul style="list-style-type: none"> ✔ SSIB: deadline sched adj; drop or w/d w/ 50% refund. ✔ SSIB: deadline UG to drop w/o 'W'. ✔ Post last yrs crs offerings for Winter 11 to sched. site. 	<ul style="list-style-type: none"> ✔ Begin mailing SP 10 Double Major/ Double Degree Diplomas. 	<ul style="list-style-type: none"> ✔ SSIB: deadline to w/d w/50% refund. ✔ Run degree update for Alumni. ✔ Begin: online scheduling & room priority (Winter 11).
28	29	30		
<ul style="list-style-type: none"> ✔ Enrollment Tracker. ✔ Orientation Slots. 		<ul style="list-style-type: none"> ✔ Email Dept.: Spring non-standard course times for review. 		