

OFFICE OF THE REGISTRAR
ACADEMIC AND CLASSROOM SCHEDULING
CALENDAR OF OPERATIONS – 2017-2018
For Schedule Deputies

SUMMER 2017

Module 1 classes begin	Mon	May	15
Memorial Day, No Classes	Mon	May	29
Module 1 classes end	Fri	Jun	9
Module 2, 2/3 classes begin	Mon	Jun	12
University Holiday, No Classes	Tue	Jul	4
Module 2 classes end	Fri	Jul	7
Module 3 classes begin	Mon	Jul	10
Module 2/3 classes end	Tue	Aug	1
Last Week (finals) schedule begins, 8:00 am	Wed	Aug	2
Module 3 classes end; Semester ends	Fri	Aug	4
Commencement, 9:30am	Sat	Aug	5

FALL 2017

Classes begin, 7:30 am	Mon	Aug	21
Labor Day, No classes	Mon	Sep	4
October Break	Mon	Oct	9
October Break	Tue	Oct	10
Thanksgiving Vacation begins, 10:00 pm	Tue	Nov	21
Thanksgiving Day	Thu	Nov	23
Classes resume, 7:30 am	Mon	Nov	27
Classes end, 12:20 pm	Sat	Dec	9
Last Week (finals) schedule begins, 8:00 am	Mon	Dec	11
Semester ends, 9:00 pm	Sat	Dec	16
Commencement, 9:30am and 2:30pm	Sun	Dec	17

SPRING 2018

Classes begin, 7:30 am	Mon	Jan	8
Martin Luther King Day, No classes	Mon	Jan	15
Spring Vacation begins, 12:20 pm	Sat	Mar	10
Classes begin, 7:30 am	Mon	Mar	19
Classes end, 12:20 pm	Sat	Apr	28
Last Week (finals) schedule begins, 8:00 am	Mon	Apr	30
Semester ends, 9:00 pm	Sat	May	5
Commencement, 3:00 pm and 8:00 pm	Fri	May	11
Commencement, 9:30 am and 2:30 pm	Sat	May	12
Commencement, 9:30 am and 2:30 pm	Sun	May	13

SUMMER 2018

Module 1 classes begin	Mon	May	14
Memorial Day, No Classes	Mon	May	28
Module 1 classes end	Fri	Jun	8
Module 2, 2/3 classes begin	Mon	Jun	11
University Holiday, No Classes	Wed	Jul	4
Module 2 classes end	Fri	Jul	6
Module 3 classes begin	Mon	Jul	9
Module 2/3 classes end	Tue	Jul	31
Last Week (finals) schedule begins, 8:00 am	Wed	Aug	1
Module 3 classes end; Semester ends	Fri	Aug	3
Commencement, 9:30am	Sat	Aug	4

FALL 2018

Classes begin, 7:30 am	Mon	Aug	20
Labor Day, No classes	Mon	Sep	3
October Break	Mon	Oct	8
October Break	Tue	Oct	9
Thanksgiving Vacation begins, 10:00 pm	Tue	Nov	20
Thanksgiving Day	Thu	Nov	22
Classes resume, 7:30 am	Mon	Nov	26
Classes end, 12:20 pm	Sat	Dec	8
Last Week (finals) schedule begins, 8:00 am	Mon	Dec	10
Semester ends, 9:00 pm	Sat	Dec	15
Commencement, 9:30am and 2:30pm	Sun	Dec	16

SPRING 2019

Classes begin, 7:30 am	Mon	Jan	7
Martin Luther King Day, No classes	Mon	Jan	21
Spring Vacation begins, 12:20 pm	Sat	Mar	9
Classes begin, 7:30 am	Mon	Mar	18
Classes end, 12:20 pm	Sat	Apr	27
Last Week (finals) schedule begins, 8:00 am	Mon	Apr	29
Semester ends, 9:00 pm	Sat	May	4
Commencement, 3:00 pm and 8:00pm	Fri	May	10
Commencement, 9:30 am and 2:30 pm	Sat	May	11
Commencement, 9:30 am and 2:30 pm	Sun	May	12

Date	Semester	Activity
Mon May 15	R17	Module 1 and 1 st 6-wk Classes Begin Receive CALENDAR OF OPERATIONS from Registrar
Mon May 29		Memorial Day – University Holiday –No Classes
Wed May 31	R17	Receive LAST WEEK (finals) AUDIT – due June 14
Fri Jun 9	R17	Receive reminder regarding using Unitime to input instructor information – due June 23
Fri Jun 9	R17	Module 1 Classes End
Sat Jun 10	F17	Registration closed at noon
Mon Jun 12	R17	Module 2/3 and module 2 classes begin
Wed Jun 14	R17	Due LAST WEEK (finals) AUDIT
Sun Jun 18		Father's Day
Mon Jun 19	F17	STAR (Day on Campus) Begins. Registration open only to STAR participants and only on a daily basis based on time ticket
Wed Jun 21	R17	Receive LAST WEEK (finals) SCHEDULE
Fri Jun 23	R17	Instructor information due in Banner 1 st 6-week classes end
Mon Jun 26	R17	2 nd 6-week classes begin
Tue Jul 4		University Holiday – Independence Day – No classes
Fri Jul 7	R17	End of Module 2 classes
Mon Jul 10	R17	Module 3 classes begin
Fri Jul 14	F17	Final Day of STAR (Day on Campus)
Mon Jul 17	F17	Registration open for all new beginners and new transfers only through Wed, July 19
Wed Jul 19	F17	Receive EVENING EXAM SCHEDULE
Mon Jul 24	F17 F17	Registration open for all through Sunday, Aug 27, midnight Waitlist functionality turned on – ends Fri, Aug 18, 5pm
Mon Jul 31	S18	Unitime/Timetabling site open for data entry
Tue Aug 1	R17	Module 2/3 classes end
Wed Aug 2	R17	LAST WEEK (finals) SCHEDULE (module 2/3 classes only) begins thru Aug. 4
Fri Aug 4	R17 R17	Module 3 classes and 2 nd 6 week classes end Summer session ends
Sat Aug 5	R17	Commencement, 9:30 am
Tue Aug 8	R17	Grades due in Banner by 5pm.
Fri Aug 11	S18	Receive LARGE LECTURE and LARGE ACTIVE LEARN ROOM REQUEST MEMO – due Aug 25.

Date		Semester	Activity
Mon	Aug 14	F17 F17	Receive LAST WEEK (Finals) VERIFICATION AUDIT – due Aug 23. Receive reminder regarding using Unitime to input instructor information – due Sept 20
Fri	Aug 18	F17	Waitlist functionality turned off at 5pm.
Mon	Aug 21	F17	Classes begin 7:30am
Wed	Aug 23	F17	Due LAST WEEK (finals) VERIFICATION AUDIT
Fri	Aug 25	S18 F17	Due LARGE LECTURE and LARGE ACTIVE LEARN ROOM REQUESTS Last day for late registration and schedule revision
Wed	Aug 30	F17	Receive reminder regarding using Unitime to input instructor information – due Sept 20
Mon	Sep 4		Labor Day – University Holiday – No classes
Tues	Sep 5	S18	ATTEND SCHEDULE DEPUTY MEETING Receive SCHEDULE PLANNING MATERIALS – due Sep 20 All information is available in Unitime/timetable application MASTER SCHEDULE WORKSHEETS (print own from COGNOS) CLASSROOM ASSIGNMENTS LARGE LECTURE and ACTIVE LEARN ROOM ASSIGNMENTS CLASSROOM SCHEDULES (blank)
Wed	Sep 20	S18 F17	Due Spring 2018 Master Schedule Timetable in Unitime. Due Instructor information in Unitime/Banner
Thu	Sep 21	F17	Receive LAST WEEK (finals) SCHEDULE
Mon	Oct 2	S18	Receive EVENING EXAM LETTER – due Nov 3
Mon	Oct 9	S18	Spring 2018 Schedule of Classes available on-line – begin using COGNOS to retrieve daily Section Enrollment Reports
Mon	Oct 9	F17	October Break
Tue	Oct 10	F17	October Break
Mon	Oct 23	S18 S18	Registration opens for Priority Groups through Sat, Oct 28, noon Registration opens for Grad students through Sun, Jan 14
Mon	Oct 30	S18	Registration opens for Seniors through Sat, Nov 4, noon.
Fri	Nov 3	S18	Due EVENING EXAM REQUESTS
Mon	Nov 6	S18	Registration opens for Juniors through Sat, Nov 11, noon.
Tue	Nov 7		Election Day
Wed	Nov 8	R18	Receive SCHEDULE PLANNING MATERIALS – due Nov 17 All information is available in Unitime/timetable application MASTER SCHEDULE WORKSHEETS CLASSROOM SCHEDULES (blank) CLASSROOM ASSIGNMENTS
Mon	Nov 13	S18	Registration opens for Sophomores through Sat, Nov 18, noon
Wed	Nov 15	S18	Receive LAST WEEK (finals) AUDIT – due Dec 4
Fri	Nov 17	R18	Due Summer 2018 Master Schedule in Unitime

Date		Semester	Activity
Mon	Nov 20	S18	Registration opens for Freshmen through Wed, Nov 22
Tue	Nov 22		Thanksgiving vacation begins 10pm
Thu	Nov 23		Thanksgiving Day, University Holiday
Fri	Nov 24		University Holiday
Mon	Nov 27	F17 S18	Classes resume, 7:30am Registration open for Freshmen through Tue, Nov 28
Wed	Nov 29	S18 S18	Registration open to all Waitlist functionality turned on – ends Fri, Jan 5, 5pm
Mon	Dec 4	S18	Due LAST WEEK (finals) AUDIT
Wed	Dec 6	S18	Receive EVENING EXAM SCHEDULE
Sat	Dec 9	F17	Classes end, 12:20pm
Mon	Dec 11	F17 R18	Last week (finals) schedule begins, 8am Summer 2018 Schedule of Classes available on-line
Sat	Dec 16	F17	Semester ends, 9pm
Sun	Dec 17	F17	Commencement, 9:30am and 2:30pm
Tue	Dec 19	F17	Grades due in Banner by 5pm
Mon	Dec 25		Christmas Holiday
Tue	Dec 26		Christmas Holiday
Mon	Jan 1		New Year's University Holiday
Tue	Jan 2		President's Designated Holiday
Wed	Jan 3	F18 F18 S18	Receive LARGE LECTURE and LARGE ACTIVE LEARN ROOM REQUEST MEMO –due Jan 16 Unitime/Timetabling site open for data entry Receive LAST WEEK (finals) VERIFICATION AUDIT – due Jan 10
Fri	Jan 5	S18 S18	Receive reminder to input instructor info - due Jan 24 Waitlist functionality turned off at 5pm.
Mon	Jan 8	S18	Christmas Vacation ends, classes begin, 7:30am
Wed	Jan 10	S18	Due LAST WEEK (finals) VERIFICATION AUDIT.
Fri	Jan 12	S18	Last day for registration and schedule revision
Mon	Jan 15		Martin Luther King Day – University Holiday – No classes
Tue	Jan 16	F18	Due LARGE LECTURE and LARGE ACTIVE LEARN ROOM REQUESTS
Wed	Jan 17	S18	Receive reminder to input instructor information – due Jan 24
Wed	Jan 24	S18	Instructor information due

Date	Semester	Activity
Mon Jan 29	F18	Attend SCHEDULE DEPUTY MEETING Receive emailed SCHEDULE PLANNING MATERIALS – due Feb 14 All information is available in Unitime/timetable application MASTER SCHEDULE WORKSHEETS (on website) CLASSROOM ASSIGNMENTS LARGE LECTURE and LARGE ACTIVE LEARN ROOM ASSIGNMENTS CLASSROOM SCHEDULES (blank)
Mon Jan 29	R18	Registration opens for priority groups for Summer 2018 through Sat, Feb 3, Noon
	R18	Registration opens for grads for Summer 2018 with different shut-down days depending on course/section meeting dates
Mon Feb 5	R18	Registration opens for Seniors through Sat, Feb 10, noon
Thu Feb 8	S18	Receive LAST WEEK (finals) SCHEDULES
Mon Feb 12	R18	Registration opens for Juniors through Sat, Feb 17, noon
Wed Feb 14	F18	Due - Fall 2018 Master Schedule Departmental timetables in Unitime
Mon Feb 19	R18	Registration opens for Sophomores through Sat, Feb 24, noon
Mon Feb 26	R18	Registration opens for Freshmen through Sat, Mar 3, noon
Mon Mar 5	F18 R18	Fall 2018 Schedule of Classes available on-line Registration open to all for Summer 2018
Sat Mar 10		Spring Vacation begins, 12:20pm thru March 19, 7:30am
Mon Mar 19	S18	Classes resume, 7:30am
Mon Mar 19	F18	Receive EVENING EXAM letter – due April 27
Mon Mar 19	F18 F18	Registration opens for Priority Groups for Fall 2018 through Sat, Mar 24, noon Registration opens for Grad students through Sun, Aug 26.
Mon Mar 26	F18	Registration opens for Seniors through Sat, Mar 31, noon
Fri Mar 30		Good Friday
Sun Apr 1		Easter Sunday
Mon Apr 2	F18	Registration opens for Juniors through Sat, April 7, noon.
Mon Apr 9	F18	Registration opens for Sophomores through Sat, April 14, noon
Wed Apr 11	F18	Receive LAST WEEK (finals) AUDIT. Due April 25
Mon Apr 16	F18	Registration opens for Freshmen through Sat, April 21, noon
Mon Apr 23	F18	Registration open to all. Fall shuts down 11:59pm, Fri, Jun 8. Summer will have various shut-down days related to module registration dates.
Wed Apr 25	F18	LAST WEEK (finals) AUDIT due
Fri Apr 27	F18	Due EVENING EXAM requests
Sat Apr 28	S18	Classes end, 12:20pm.

Date			Semester	Activity
Mon	Apr	30	S18	Last week (finals) schedule begins, 8am, thru Sat, May 5, 9pm
Sat	May	5	S18	Semester ends, 9pm
Tue	May	8	S18	Grades due in Banner by 5pm
Fri	May	11	S18	Commencement 3pm and 8pm
Sat	May	12	S18	Commencement 9:30am and 2:30pm
Sun	May	13	S18	Commencement 9:30am and 2:30pm
Sun	May	13		Mother's Day
Mon	May	14	R18	Module 1 and 1 st 6-week classes begin Receive CALENDAR OF OPERATIONS
Mon	May	28		Memorial Day – University Holiday – No classes
Wed	May	30	R18	Receive LAST WEEK (finals) AUDIT – due June 13
Fri	Jun	8	R18	Module 1 classes end.
Fri	Jun	8	F18	Registration closed, 11:59pm
Mon	Jun	11	R18	Module 2/3 classes begin
Wed	Jun	13	R18 R18	LAST WEEK (finals) AUDIT due Last day for Late Registration and Schedule Revision
Fri	Jun	15	R18	Receive reminder regarding inputting instructor information – due Jun 22
Sun	Jun	17		Father's Day
Mon	Jun	18	F18	STAR begins. Registration open only to STAR participants and only on a daily basis based on time ticket
Wed	Jun	20	R18	Receive LAST WEEK (finals) SCHEDULE
Fri	Jun	22	R18	Due Instructor Information
Wed	Jul	4		University Holiday – Independence Day - No classes
Fri	Jul	13	F18	STAR ends
Mon	Jul	16	F18	Registration open to all new beginners and new transfers only through Wed, Jul 18
Mon	Jul	23	F18 F18	Registration open to all through Sun, Aug 26, midnight Waitlist Functionality turned on – ends Fri, Aug 17, 5pm
Tue	Jul	31	R18	Module 2/3 classes end
Wed	Aug	1	R18	LAST WEEK (Finals) SCHEDULE begins, 8am
Fri	Aug	3	R18	2 nd 6wk classes end Summer Session ends, 5:20pm
Sat	Aug	4	R18	Commencement, 9:30am
Tue	Aug	7	R18	Grades due in Banner by 5pm

Future Dates

SUMMER 2019

Module 1 classes begin	Mon	May	13
Memorial Day, No Classes	Mon	May	27
Module 1 classes end	Fri	Jun	7
Module 2, 2/3 classes begin	Mon	Jun	10
University Holiday, No Classes	Thu	Jul	4
Module 2 classes end	Fri	Jul	5
Module 3 classes begin	Mon	Jul	8
Module 2/3 classes end	Tue	Jul	30
Last Week (finals) schedule begins, 8:00 am	Wed	Jul	31
Module 3 classes end; Semester ends	Fri	Aug	2
Commencement, 9:30am	Sat	Aug	3

FALL 2019

Classes begin, 7:30 am	Mon	Aug	19
Labor Day, No classes	Mon	Sep	2
October Break	Mon	Oct	7
October Break	Tue	Oct	8
Thanksgiving Vacation begins, 10:00 pm	Tue	Nov	26
Thanksgiving Day	Thu	Nov	28
Classes resume, 7:30 am	Mon	Dec	2
Classes end, 12:20 pm	Sat	Dec	7
Last Week (finals) schedule begins, 8:00 am	Mon	Dec	9
Semester ends, 9:00 pm	Sat	Dec	14
Commencement, 9:30am and 2:30pm	Sun	Dec	15

SPRING 2020

Classes begin, 7:30 am	Mon	Jan	13
Martin Luther King Day, No classes	Mon	Jan	20
Spring Vacation begins, 12:20 pm	Sat	Mar	14
Classes begin, 7:30 am	Mon	Mar	23
Classes end, 12:20 pm	Sat	May	3
Last Week (finals) schedule begins, 8:00 am	Mon	Apr	5
Semester ends, 9:00 pm	Sat	May	10
Commencement, 3:00 pm and 8:00 pm	Fri	May	16
Commencement, 9:30 am and 2:30 pm	Sat	May	17
Commencement, 9:30 am and 2:30 pm	Sun	May	18

SUMMER 2020

Module 1 classes begin	Mon	May	18
Memorial Day, No Classes	Mon	May	25
Module 1 classes end	Fri	Jun	12
Module 2, 2/3 classes begin	Mon	Jun	15
University Holiday, No Classes	Fri	Jul	3
Module 2 classes end	Fri	Jul	10
Module 3 classes begin	Mon	Jul	13
Module 2/3 classes end	Tue	Aug	4
Last Week (finals) schedule begins, 8:00 am	Wed	Aug	5
Module 3 classes end; Semester ends	Fri	Aug	7
Commencement, 9:30am	Sat	Aug	8

FALL 2020

Classes begin, 7:30 am	Mon	Aug	24
Labor Day, No classes	Mon	Sep	7
October Break	Mon	Oct	12
October Break	Tue	Oct	13
Thanksgiving Vacation begins, 10:00 pm	Tue	Nov	24
Thanksgiving Day	Thu	Nov	26
Classes resume, 7:30 am	Mon	Nov	30
Classes end, 12:20 pm	Sat	Dec	12
Last Week (finals) schedule begins, 8:00 am	Mon	Dec	14
Semester ends, 9:00 pm	Sat	Dec	19
Commencement, 9:30am and 2:30pm	Sun	Dec	20

SPRING 2021

Classes begin, 7:30 am	Mon	Jan	11
Martin Luther King Day, No classes	Mon	Jan	18
Spring Vacation begins, 12:20 pm	Sat	Mar	13
Classes begin, 7:30 am	Mon	Mar	22
Classes end, 12:20 pm	Sat	May	1
Last Week (finals) schedule begins, 8:00 am	Mon	May	3
Semester ends, 9:00 pm	Sat	May	8
Commencement, 8:00pm	Fri	May	14
Commencement, 9:30 am and 2:30 pm	Sat	May	15
Commencement, 9:30 am and 2:30 pm	Sun	May	16