

OFFICE OF THE REGISTRAR – Academic and Classroom Scheduling
 CALENDAR OF OPERATIONS FOR SCHEDULE DEPUTIES – 2023-2024*

SUMMER 2023

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 & 1:30pm	Sat	Aug	5

FALL 2023

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 & 2:30pm	Sat	Dec	16
Commencement, 9:30am	Sun	Dec	17

SPRING 2024

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	9
Classes resume, 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	Fri	May	10
Commencement	Sat	May	11
Commencement	Sun	May	12

F=Fall
 S=Spring
 R=Summer
 W=Winter

DATE	SEM	YR	
MON MAY 8	R23		Student Course Request Form opens for Summer Start/Early Start
MON MAY 8		F23	Student Course Request Form opens for New Beginners
MON MAY 8			Receive Calendar of Operations
MON MAY 15	R23		Module 1 begins
WED MAY 24	R23		Receive last week (finals) audit - due Jun 7
MON MAY 29			Memorial Day, University Holiday - No Classes
FRI JUN 2		F23	Registration system closes in preparation for New Beginners
FRI JUN 2		F23	Waitlist functionality closes
MON JUN 5		F23	Original course limits raised for New Beginners
WED JUN 7	R23		Finals week audit due
FRI JUN 9	R23		Module 1 classes end
MON JUN 12	R23		Module 2/3 classes and Module 2 classes begin
WED JUN 14	R23		Receive Finals Schedule
FRI JUN 16	R23		Instructor names from departments due
MON JUN 19	R23		Student Course Request Form closes for ES/SS
THU JUN 22	R23		ES/SS batch registration
TUE JUL 4			University Holiday - No Classes
FRI JUL 7		R23	End of Module 2 classes
FRI JUL 7		S24	Receive invitation for Schedule Deputy kick-off meeting – Aug 10
MON JUL 10	R23		Module 3 classes begin
THU JUL 13		F23	Student Course Request Form closes for New Beginners
FRI JUL 14		F23	Override requests processed by 5:00pm
THU JUL 20		F23	New Beginners receive Fall 2023 schedule
MON JUL 24		W23 S24	Unitime/Timetabling site opens for input data entry – Winter 23 & Spring 24
MON JUL 24		F23	Registration open to all

DATE	SEM	YR	
MON JUL 24	F23		Waitlist functionality opens
WED JUL 26		S24	Receive large lecture and large active room request memo – due, Aug 23
FRI JUL 28	F23		Evening Exam Schedule to departments
TUE AUG 1	R23		Module 2/3 and Module 3 classes end
WED AUG 2	R23		Finals schedule begins
FRI AUG 4	R23		Summer Session Ends
SAT AUG 5	R22		Commencement, 9:30 am & 1:30 pm
MON AUG 7	F23		Receive Last Week (finals) Verification - due Aug 23
TUE AUG 8	R23		Grades must be entered in Banner by 5pm
THU AUG 10			SCHEDULE DEPUTY MEETING – ARMS B061, 10:30 am
FRI AUG 11		W23	Timetables Due – Winter 23
FRI AUG 18	F23		Waitlist functionality closes
MON AUG 21	F23		Fall semester classes begin, 7:30 am.
WED AUG 23	F23		Last Week (finals) verification due
WED AUG 23		S24	LARGE LECTURE ROOM and LARGE ACTIVE LEARN REQUESTS DUE
MON SEP 4	F23		Labor Day - University Holiday - No classes
TUE SEP 5		S24	Student Course Request Form available
TUE SEP 5		S24	Receive SCHEDULE PLANNING MATERIALS–due Sept. 20
WED SEP 20		S24	Timetable Schedules Due
WED SEP 20		S24	Computer Lab Requirements Due
WED SEP 20	F23		Instructor names due from departments
THU SEP 21	F23		Receive Last Week (finals) Schedule
MON SEP 25		S24	Receive evening exam letter-due Oct. 27
MON OCT 9		S24	Schedule of Classes available on-line
MON OCT 9			October Break
TUE OCT 10			October Break
MON OCT 16		S24	Grad student/Professional student registration opens

DATE	SEM	YR		
MON OCT 23			R24	Receive SCHEDULE PLANNING MATERIALS-due Nov. 10
FRI OCT 27			S24	EVENING EXAM REQUESTS DUE
MON NOV 6			S24	Receive Last Week (finals) Audit – Due Nov 29
FRI NOV 10			R24	Timetable schedules due
THU NOV 16			S24	Student Course Request Form closes
TUE NOV 21				Thanksgiving Vacation begins
THU NOV 23				Thanksgiving Holiday
FRI NOV 24				University Holiday
MON NOV 27				Classes resume, 7:30 am
WED NOV 29			S24	Last Week (finals) Audit Due
THU NOV 30			S24	Pre-Registration schedules finalized by 5:00pm
MON DEC 5			S24	Open registration for all students
MON DEC 5			S24	Waitlist functionality opens
FRI DEC 8			S24	Receive Evening Exam Schedule
SAT DEC 9	F23			Classes End, 12:20 pm
MON DEC 11	F23			LAST WEEK (finals) SCHEDULE BEGINS, 8:00 am.
MON DEC 11			R24	Summer schedule of classes available on-line
MON DEC 11			F24	Unitime/Timetabling site opens for input data entry
MON DEC 11				Receive invitation for Schedule Deputy meeting – Jan 4
SAT DEC 16	F23			Semester Ends, 9:00 pm
SAT DEC 16	F23			Commencement 9:30 am and 2:30 pm
SUN DEC 17	F23			Commencement 9:30 am
TUE DEC 19	F23			Grades due in Banner by 5:00 pm
TUE JAN 2			F24	Receive LARGE LECTURE ROOM REQ MEMO - due Jan. 17
TUE JAN 2			S24	Receive Last Week (finals) verification – due Jan. 17

DATE	SEM	YR		
THU	JAN	4	F24	Attend Schedule Deputy Kick Off Meeting
FRI	JAN	5	S24	Waitlist functionality closes, 5:00 pm
MON	JAN	8	S24	Spring semester classes begin, 7:30 am
MON	JAN	15		Martin Luther King Day - No Classes
WED	JAN	17	F24	LARGE LECTURE ROOM and LARGE ACTIVE LEARN REQUESTS DUE
WED	JAN	17	S24	Instructor names due from departments
MON	JAN	22	R24	Priority registration opens Grad registration opens
MON	JAN	22	F24	Course Request Form opens
MON	JAN	29	R24	Senior registration opens
MON	JAN	29	F24	Receive SCHEDULE PLANNING MATERIALS-due Feb. 14
MON	FEB	5	R24	Junior registration opens
WED	FEB	7	S24	Receive Last Week (finals) schedule
MON	FEB	12	R24	Sophomore registration opens
WED	FEB	14	F24	Computer Lab Requests Due
WED	FEB	14	F24	Timetable schedules due
MON	FEB	19	R24	Freshmen registration opens
MON	FEB	26	R24	Registration open to all
SAT	MAR	9	S24	Spring Vacation begins
MON	MAR	11	F24	Schedule of Classes available on-line
MON	MAR	11	F24	Course Request Forms will validate and overrides will appear
MON	MAR	18	S24	Classes Resume, 7:30 am
MON	MAR	18	F24	Receive Evening Exam Letter – due Apr 19
MON	MAR	18	F24	Grad student/Professional student registration opens
FRI	APR	5	F24	Receive Final Exam Audit - due April 17

DATE	SEM	YR	
MON APR 8			F24 Course Request Form closes at 5:00pm
WED APR 17			F24 Final exam audit due
THU APR 18			F24 Pre-Registration schedules finalized by 5:00pm
FRI APR 19			F24 Evening Exam Requests due
MON APR 22			F24 Registration open to all
MON APR 22			F24 Waitlist functionality opens
SAT APR 27	S24		Classes End, 12:20 pm
MON APR 29	S24		Last Week (finals) schedule begins, 8:00 am
SAT MAY 4	S24		Semester Ends, 9:00 pm
TUE MAY 7	S24		Grades due in Banner by 5:00 pm
FRI MAY 10	S24		Commencement
SAT MAY 11			Commencement
SUN MAY 12			Commencement

*Dates subject to change