

**OFFICE OF THE REGISTRAR--ACADEMIC AND CLASSROOM SCHEDULING
CALENDAR OF OPERATIONS – 2018-2019
For Schedule Deputies**

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
STAR Begins Mon	Jun	17	
University Holiday, No Classes	Thu	Jul	4
Module 2 classes end	Fri	Jul	5
Module 3 classes begin	Mon	Jul	8
STAR Ends Fri	Jul	12	
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
STAR Begins Mon	Jun	15	
University Holiday, No Classes	Fri	Jul	3
Module 2 classes end	Fri	Jul	10
Module 3 classes begin	Mon	Jul	13
STAR Ends	Fri	Jul	10
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, 3:00 pm and 8:00 pm	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

Date	Semester	Activity
Mon May 14	R18	Module 1 and 1 st 6-wk Classes Begin Receive CALENDAR OF OPERATIONS from Registrar
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	Receive reminder regarding using Unitime to input instructor information – due June 23
Fri Jun 8	R18	Module 1 Classes End
Fri Jun 8	F18	Registration closes for continuing students
Mon Jun 11	R18	Module 2/3 and module 2 classes begin
Wed Jun 13	R18	Due LAST WEEK (finals) AUDIT
Sun Jun 17		Father's Day
Mon Jun 18	F18	STAR (Day on Campus) Begins.
Wed Jun 20	R18	Receive LAST WEEK (finals) SCHEDULE
Fri Jun 22	R18	Instructor information due in Banner 1 st 6-week classes end
Mon Jun 25	R18	2 nd 6-week classes begin
Wed Jul 4		University Holiday – Independence Day – No classes
Fri Jul 6	R18	End of Module 2 classes
Mon Jul 9	R18	Module 3 classes begin
Fri Jul 13	F18	Final Day of STAR (Day on Campus)
Wed Jul 18	F18	Receive EVENING EXAM SCHEDULE
Mon Jul 23	F18	Registration open for all new beginners and new transfers only through Wed, July 25
Mon Jul 30	F18	Registration open for all through Sunday, Aug 27, midnight
Mon Jul 30	S19	Unitime/Timetabling site open for data entry
Tue Jul 31	F18	Waitlist functionality turned on – ends Fri, Aug 18, 5pm
Tue Jul 31	R18	Module 2/3 classes end
Wed Aug 1	R18	LAST WEEK (finals) SCHEDULE (module 2/3 classes only) begins thru Aug. 3
Wed Aug 1	S19	Receive LARGE LECTURE and LARGE ACTIVE LEARN ROOM REQUEST MEMO – due Aug 22.
Fri Aug 3	R18 R18	Module 3 classes and 2 nd 6 week classes end Summer session ends
Sat Aug 4	R18	Commencement, 9:30 am
Tue Aug 7	R18	Grades due in Banner by 5pm.

Date	Semester	Activity
Mon Aug 13	F18 F18	Receive LAST WEEK (Finals) VERIFICATION AUDIT – due Aug 22. Receive reminder regarding using Unitime to input instructor information – due Sept 19
Fri Aug 17	F18	Waitlist functionality turned off at 5pm.
Mon Aug 20	F18	Classes begin 7:30am
Wed Aug 22	F18	Due LAST WEEK (finals) VERIFICATION AUDIT
Wed Aug 22	S19	Due LARGE LECTURE and LARGE ACTIVE LEARN ROOM REQUESTS
Fri Aug 24	F18	Last day for late registration and schedule revision
Wed Aug 29	F18	Receive reminder regarding using Unitime to input instructor information – due Sept 19
Mon Sep 3		Labor Day – University Holiday – No classes
Tues Sep 4	S19	ATTEND SCHEDULE DEPUTY MEETING Receive SCHEDULE PLANNING MATERIALS – due Sep 19 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 19	S19 F18	Due Spring 2019 Master Schedule Timetable in Unitime Due Computer Lab Requests Due Instructor information in Unitime/Banner
Thu Sep 20	F18	Receive LAST WEEK (finals) SCHEDULE
Mon Oct 1	S19	Receive EVENING EXAM LETTER – due Nov 2
Mon Oct 8	S19	Spring 2019 Schedule of Classes available on-line – begin using COGNOS to retrieve daily Section Enrollment Reports
Mon Oct 8	F18	October Break
Tue Oct 9	F18	October Break
Mon Oct 22	S19 S19	Registration opens for Priority Groups through Fri, Oct 26, midnight Registration opens for Grad students through Sun, Jan 13
Mon Oct 29	S19	Registration opens for Seniors through Fri, Nov 2, midnight.
Mon Oct 29	R19	Receive SCHEDULE PLANNING MATERIALS – due Nov 16 All information is available in Unitime/timetable application MASTER SCHEDULE WORKSHEETS CLASSROOM SCHEDULES (blank) CLASSROOM ASSIGNMENTS
Fri Nov 2	S19	Due EVENING EXAM REQUESTS
Mon Nov 5	S19	Registration opens for Juniors through Fri, Nov 9, midnight
Tue Nov 6		Election Day
Mon Nov 12	S19	Registration opens for Sophomores through Fri, Nov 16, midnight
Wed Nov 14	S19	Receive LAST WEEK (finals) AUDIT – due Dec 5

Date		Semester	Activity
Fri	Nov 16		R19 Due Summer 2019 Master Schedule in Unitime
Mon	Nov 19	S19	Registration opens for Freshmen through Tues, Nov 20
Tue	Nov 20		Thanksgiving vacation begins 10pm
Thu	Nov 22		Thanksgiving Day, University Holiday
Fri	Nov 23		University Holiday
Mon	Nov 26	F18	Classes resume, 7:30am
		S19	Registration open for Freshmen through Wed, Nov 28
Thu	Nov 29	S19	Registration open to all
		S19	Waitlist functionality turned on – ends Fri, Jan 4, 5pm
Wed	Dec 5	S19	Due LAST WEEK (finals) AUDIT
Wed	Dec 5	S19	Receive EVENING EXAM SCHEDULE
Sat	Dec 8	F18	Classes end
Mon	Dec 10	F18	Last week (finals) schedule begins, 8am
		R19	Summer 2019 Schedule of Classes available on-line
Sat	Dec 15	F18	Semester ends, 9pm
Sun	Dec 15	F18	Commencement, 9:30am and 2:30pm
Tue	Dec 18	F18	Grades due in Banner by 5pm
Mon	Dec 24		Christmas Holiday
Tue	Dec 25		Christmas Holiday
Tue	Jan 1		New Year's University Holiday
Wed	Jan 2		F19 Receive LARGE LECTURE and LARGE ACTIVE LEARN ROOM REQUEST MEMO –due Jan 16
		S19	F19 Unitime/Timetabling site open for data entry
			Receive LAST WEEK (finals) VERIFICATION AUDIT – due Jan 9
Fri	Jan 4	S19	Receive reminder to input instructor info - due Jan 23
		S19	Waitlist functionality turned off at 5pm.
Mon	Jan 7	S19	Christmas Vacation ends, classes begin, 7:30am
Wed	Jan 9	S19	Due LAST WEEK (finals) VERIFICATION AUDIT.
Fri	Jan 11	S19	Last day for registration and schedule revision
Mon	Jan 14		Martin Luther King Day – University Holiday – No classes
Tue	Jan 15		F19 Due LARGE LECTURE and LARGE ACTIVE LEARN ROOM REQUESTS
Fri	Jan 18	S19	Receive reminder to input instructor information – due Jan 23
Wed	Jan 23	S19	Instructor information due

Date	Semester	Activity
Mon Jan 28	F19	Attend SCHEDULE DEPUTY MEETING Receive emailed SCHEDULE PLANNING MATERIALS – due Feb 13 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 28	R19	Registration opens for priority groups for Summer 2019 through Fri, Feb 1, midnight
	R19	Registration opens for grads for Summer 2019 with different shut-down days depending on course/section meeting dates
Mon Feb 4	R19	Registration opens for Seniors through Fri, Feb 8, midnight
Thu Feb 7	S19	Receive LAST WEEK (finals) SCHEDULES
Mon Feb 11	R19	Registration opens for Juniors through Fri, Feb 15, midnight
Wed Feb 13	F19	Due COMPUTER LAB ROOM REQUESTS
Wed Feb 13	F19	Due - Fall 2019 Master Schedule Departmental timetables in Unitime
Mon Feb 18	R19	Registration opens for Sophomores through Fri, Feb 22, midnight
Mon Feb 25	R19	Registration opens for Freshmen through Fri, Mar 1, midnight
Mon Mar 4	R19	Registration open to all for Summer 2019
Sat Mar 9		Spring Vacation begins, 12:20pm thru March 18, 7:30am
Mon Mar 11	F19	Fall 2019 Schedule of Classes available on-line
Mon Mar 18	S19	Classes resume, 7:30am
Mon Mar 18	F19	Receive EVENING EXAM letter – due April 26
Mon Mar 18	F19	Registration opens for Priority Groups for Fall 2019 through Fri Mar 22, midnight
	F19	Registration opens for Grad students through Sun, Aug 25.
Mon Mar 25	F19	Registration opens for Seniors through Fri, Mar 29, midnight
Mon Apr 1	F19	Registration opens for Juniors through Fri, April 5, midnight
Mon Apr 8	F19	Registration opens for Sophomores through Fri, April 12, midnight
Fri Apr 12	F19	Receive LAST WEEK (finals) AUDIT. Due April 24
Mon Apr 15	F19	Registration opens for Freshmen through Fri, April 19, midnight
Sun Apr 21		Easter Sunday
Mon Apr 22	F19	Registration open to all. Fall shuts down 11:59pm, Thu. June 6.
Wed Apr 24	F19	LAST WEEK (finals) AUDIT due
Fri Apr 26	F19	Due EVENING EXAM requests
Sat Apr 27	S19	Classes end

Date		Semester	Activity
Mon	Apr 29	S19	Last week (finals) schedule begins, 8am, thru Sat, May 4, 9pm
Sat	May 4	S19	Semester ends, 9pm
Tue	May 7	S19	Grades due in Banner by 5pm
Fri	May 10	S19	Commencement 3pm and 8pm
Sat	May 10	S19	Commencement 9:30am and 2:30pm
Sun	May 12	S19	Commencement 9:30am and 2:30pm
Sun	May 12		Mother's Day
Mon	May 13	R19	Module 1 and 1 st 6-week classes begin Receive CALENDAR OF OPERATIONS
Mon	May 27		Memorial Day – University Holiday – No classes
Wed	May 29	R19	Receive LAST WEEK (finals) AUDIT – due June 12
Thu	Jun 6	F19	Registration closed, 11:59pm
Fri	Jun 7	R19	Module 1 classes end.
Mon	Jun 10	R19	Module 2/3 classes begin
Wed	Jun 12	R19 R19	LAST WEEK (finals) AUDIT due Last day for Late Registration and Schedule Revision
Thu	Jun 13	F19	STAR begins.
Fri	Jun 14	R19	Receive reminder regarding inputting instructor information – due Jun 19
Sun	Jun 16		Father's Day
Wed	Jun 19	R19	Receive LAST WEEK (finals) SCHEDULE
Wed	Jun 19	R19	Due Instructor Information
Thur	Jul 4		University Holiday – Independence Day - No classes
Wed	Jul 10	F19	STAR ends
Thu	Jul 18	F19	STAR students are pre-registered for Fall 19
Fri	Jul 19	F19	Registration open to all
Mon	Jul 22	F19	Waitlist Functionality turned on – ends Fri, Aug 16, 5pm
Tue	Jul 30	R19	Module 2/3 classes end
Wed	Jul 31	R19	LAST WEEK (Finals) SCHEDULE begins, 8am
Fri	Aug 2	R19	2 nd 6wk classes end Summer Session ends, 5:20pm
Sat	Aug 3	R19	Commencement, 9:30am
Tue	Aug 6	R19	Grades due in Banner by 5pm