

**AUGUST 2008**  
**BANNER CALENDAR – FALL 2008**  
 As of July 2, 2008  
<http://students.georgiasouthern.edu/registrar/regadmin>

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1  Run canc class list Enroll rpt F'08	2
3	4 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Accel SOAR 2-6 pm</div> 8 am – F'08 New Charge Postcards & Emails Run canc class list Enroll rpt F'08	5 Check CPC, Engl, Math, & AI stds  Run canc class list Enroll rpt F'08	6 End of Term ADM II Census Date  Run canc class list Enroll rpt F'08	7 10 am – Acad Stand Comm Mtg  Run canc class list Enroll rpt F'08	8 Clearinghouse Degree Verify  New Faculty Orientation  Run canc class list Enroll rpt F'08	9
10	11 Academic Year begins <b>8 am – F'08 New Charge Postcards &amp; Emails</b> 2 pm - Acad Stand Comm Mtg  Run canc class list Enroll rpt F'08	12  Run canc class list Enroll rpt F'08	13 University Fall Convocation  2 pm – Acad Stand Comm Mtg  End of Term ADM II Due Date  Run canc class list Enroll rpt F'08	14 <b>8:30 am – Web opens for TAP students for F'08</b>  12 mid – Web closes for UGs, Trans & TAP for F'08  <b>Download Fall MP</b> Run canc class list Enroll rpt F'08	15 9 am – 6 pm - RH check-in at the RAC  6 pm – 10 pm – RH check-in in the halls  Fall MP begin  Run canc class list Enroll rpt F'08	16 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SOAR X</div> <b>12 noon – Web opens for new students for F'08</b>  <b>Nursing Registration</b> 9:15 am-9:35 am MyGaSou 10:45 am-12 noon Registration
17 3 am – Web opens for UGs, Trans & TAP for F'08  3:30 – 4:45 pm Conversations with Professors	18 <b>Drop/Add</b> Classes begin <b>Fee payment deadline – F'08</b> Run RANs <b>YHRCGPA</b> Earliest Starting Date (ADM)	19 <b>Drop/Add</b>  Run RANs	20 <b>Drop/Add</b>  Run RANs	21 <b>Drop/Add</b> 12 mid – Web closes for ALL students – F'08 <b>Run RANs</b> In Hall Room Change 7-9 pm	22 \$100 late fee begins <b>Run RANs</b> Chg Time Tix-F'08 <b>Clean up class titles</b> Check SSBSECT for credit hrs null <b>Turn off SFAREGS access for faculty, advisors &amp; depts.</b> 5 pm – Banner & Friends down  Run canc class list Enroll rpt F'08 5	23 Banner & Friends down
Attendance Verification submitted by professors August 18-21						
	Run canc class list Enroll rpt F'08 1	Run canc class list Enroll rpt F'08 2	Run canc class list Enroll rpt F'08 3	Sept GC Agenda Items due to Reg Office by 12 noon Run canc class list Enroll rpt F'08 4	Run canc class list Enroll rpt F'08 5	
24 Banner & Friends down	25 <b>AI non-comp cancellation</b> Check CPC, Engl, Math stds <b>Run time tix-Sp'09</b> Run rpt for att verif for Fin Aid – (WB) <b>Last load to Bookstore</b> Finaid Chgs Avail <b>Turn on Mid-Term Grades (WB)</b>  Run canc class list Enroll rpt F'08 6	26 Send AI email to Elise, Mike & Janet  <b>Send Accel email to instructors &amp; full-time list to Janet O'Brien</b>  Bldg Change 7-9 pm <b>Close of Business – Last credit at Bookstore</b> Run canc class list Enroll rpt F'08 7	27 8 am – Load Bookstore charges  Send Joe Bocchi WMBA rolls – F'08  Caroline prints diplomas  Run canc class list Enroll rpt F'08 8	28 Run NA list and make any necessary deletions  11 am – Finaid Disb F'08  6:30 pm - House Calls  GC Agenda to Graduate Office Run canc class list Enroll rpt F'08 9	29 Run SFRRGAM  Run canc class list Enroll rpt F'08 10	30 <i>UGA - Away</i>
31	<b>FISAP Release Due in August</b>			AI=Academic Intervention AW=Administrative Withdrawal BO=Business Office F=Fall FA=Financial Aid IT=Immersion Term LS=Learning Support LT=Long Term MP=Meal Plan PS=Postal Services RH=Residence Halls		RR=Regents Remedial RU=Russell Union SP=Spring ST=Short Term SU=Summer Reg=Registrar's Office reg=registration TAP=Tuition Assistance Grad=Graduates UG=Under Grad

# SEPTEMBER 2008

## BANNER CALENDAR – FALL 2008

As of July 2, 2008

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<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>	
	<b>1</b>  <b>LABOR DAY HOLIDAY</b> <b>NO CLASSES</b> <b>ADMIN. OFFICES CLOSED</b>	<b>2</b> Fee payment deadline for final registration, SOAR and drop/add period  Sept UGC Agenda Items due by 12 noon Enroll rpt – F'08 11	<b>3</b> 8 am – F'08 Fin aid cks in PO boxes – 1 <sup>st</sup> ck run  Enroll rpt – F'08 12	<b>4</b> Finaid Disb – F'08  Sept GC Agenda Items on Web  Enroll rpt – F'08 13	<b>5</b> CLEARINGHOUSE Degree Verify  F'08 Audit Cancel  Enroll rpt – F'08 14	<b>6</b> <b>AUSTIN PEAY</b>	
<b>7</b>	<b>8</b> SFRRGAM  Faculty Senate Agenda Items due  Enroll rpt – F'08 15	<b>9</b> <i>A Day for Southern</i>  Rpt to Athletics <12 (WB)  5 pm – F'08 Cancel  Enroll rpt – F'08 16	<b>10</b> Check CPC Gmod  Send additional Dean's/President's Listings (Su'08)  Caroline - Print additional Pres List Certificates for Su'08 Enroll rpt – F'08 17	<b>11</b> Finaid Disb – F'08  GC Mtg 9-11 am  Enroll rpt – F'08 18	<b>12</b> YSRNOTH  Enroll rpt – F'08 19	<b>13</b> <b>NORTHEASTERN</b>  MAT 8 am – 1 pm	
<b>14</b>	<b>15</b> Send ltrs to stds for ethnic codes  Enroll rpt – F'08 20	<b>16</b> YSPCNTY  Sept UGC Agenda Items on Web  Caroline prints diplomas  Enroll rpt – F'08 21	<b>17</b>   Enroll rpt – F'08 22	<b>18</b> Finaid Disb – F'08  SFARSTS & SFAESTS for Sp'09  Oct GC Agenda Items due to Reg Office by 12 noon Enroll rpt – F'08 23	<b>19</b> Commencement Brochure updates to Caroline by 8 am  Enroll rpt – F'08 24	<b>20</b> <b>ELON*</b>	
<b>21</b>	<b>22</b> Faculty Senate Mtg  Enroll rpt – F'08 25	<b>23</b> UGC Mtg 3-5 pm  Enroll rpt – F'08 26	<b>24</b>   Enroll rpt – F'08 27	<b>25</b> Finaid Disb – F'08  Commencement Brochure in mail to printer by 5 pm  Type UGC minutes  GC Agenda to Grad Office Enroll rpt – F'08 28	<b>26</b> <i>Family Weekend</i>  5 pm Banner & Friends down  Enroll rpt – F'08 29	<b>27</b> <b>WOFFORD*</b>  <i>Family Weekend</i>  Banner & Friends down	
<b>28</b> <i>Family Weekend</i>  Banner & Friends down	<b>29</b>   Enroll rpt – F'08 30	<b>30</b> FISAP  Enroll rpt – F'08 31	<b>Oracle 10G database update/upgrade 7-10 days needed</b>				

# OCTOBER 2008

## BANNER CALENDAR – FALL 2008

As of July 2, 2008

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<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b> Send out Accel emails for advisement & mail midterm grades to parents  Oct UGC Agenda items due by 12 noon Enroll rpt – F'08 32	<b>2</b> Finaid Disb – F'08  Oct GC Agenda items on web  Enroll rpt – F'08 33	<b>3</b> <b>MIDTERM GRADES DUE</b>  Enroll rpt – F'08 34	<b>4</b> <i>Chattanooga* - Away</i>
<b>5</b>	<b>6</b> Spec Prob Rolls to depts  Enroll rpt – F'08 35	<b>7</b> YSRNOTH  Faculty Senate Agenda items due  Enroll rpt – F'08 36	<b>8</b> 200705 – Convert I's to F's (Records) <b>TSAEXPP</b> Mid-Term ADM Census I Date <b>Commencement Info (Acknowledgement, Program &amp; Emeritus) from Wayne</b> Enroll rpt – F'08 37	<b>9</b> Finaid Disb – F'08  Chg STVASTD flags to allow reg  GC Mtg 9-11 am  Enroll rpt – F'08 38	<b>10</b> Commencement brochure delivered to Reg  Enroll rpt – F'08 39	<b>11</b>
<b>12</b>	<b>13</b> Last day to withdraw without academic penalty – F'08 <b>Submit request to add Spring/Summer 2009 to VCWD</b> MAT 10 am-5:30 pm	<b>14</b> Admin WD list (labels) to Reg  Email – all bals due 10/28  Velma cuts off keying names by 5 pm  Ed.D. & MFA names, titles, etc. to Caroline by 12 noon	<b>15</b> Mid-Term ADM I Due Date  Velma runs names for Commencement program  Graduate names to Caroline by 5 pm  Oct UGC Agenda items on web  <b>Final F'08 Enroll rpt (?)</b>	<b>16</b> Finaid Disb – F'08  Submit request for SFAREGS access for SDRC (Oct. 17 <sup>th</sup> )  Caroline rolls names into Commencement program	<b>17</b> Velma, Mike & Wayne proof Commencement program  Caroline prints name cards for Commencement	<b>18</b> <b>APPALACHIAN STATE*</b>  Velma, Mike & Wayne proof Commencement program
GACRAO – Augusta, GA October 19-21, 2008		Enroll rpt – F'08 40	Enroll rpt – F'08 41	42	43	44
<b>19</b> Velma, Mike & Wayne proof Commencement program	<b>20</b> Turn PO Box Assign Off  Commencement program changes to Caroline by 9 am  Commencement program in mail to printer by 5 pm  Faculty Senate Mtg 45	<b>21</b> Send Sept UGC Agenda to Provost for signatures	<b>22</b> UGC Mtg 3-5 pm	<b>23</b> Finaid Disb – F'08  Type UGC minutes	<b>24</b> 5 pm – Banner & Frienda down  Nov GC Agenda items due to Reg Office by 12 noon  <i>Regents' Exam</i> 48	<b>25</b> <i>Western Carolina* - Away</i>  <i>Regents' Exam</i>  Banner & Friends down (Computer Services will work with Theresa Beebe-Novotny. She needs Banner 8:30 - 10 am)  <i>Regents' Exam</i> 49
<b>SDRC Pre-Registration for Spring 2009 – October 20-24, 2008</b>						
<b>26</b> <i>Regents' Exam</i>  Banner & Friends down (Computer Services will work with Theresa Beebe-Novotny. She needs Banner 5:30 – 7 pm)	<b>27</b> Sp'09 and Su'09 – Early registration begins Add Sp'09 Fee Assess & Sp'09 Finaid Author to nightly Cron  <i>Regents' Exam</i> Enroll rpt – SP'/SU'09 50	<b>28</b> Deadline to clear AW – F'08  Nov UGC Agenda items due by 12 noon  <i>Regents' Exam</i> Enroll rpt – SP'/SU'09 51	<b>29</b>   <i>Regents' Exam</i> Enroll rpt – SP'/SU'09 52	<b>30</b> Finaid Disb – F'08  2 pm – Acad Stand Comm Mtg  GC Agenda to Grad Office  <i>Regents' Exam</i> Enroll rpt – SP'/SU'09 53	<b>31</b> <b>Happy Halloween!</b>  F'08 Admin WD to Reg  Enroll rpt – SP'/SU'09 54	



# DECEMBER 2008

## BANNER CALENDAR – FALL 2008

As of July 2, 2008

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<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<p style="text-align: center;"><b>1</b></p> <p>8 am – Sp'09 Postcards &amp; email <b>Send grade roll to Amy Heaston &amp; Janet O'Brien</b> Accel emails to instructors <b>F'09, Sp'10 &amp; Su'10 SOC to Dept for update</b> "Under Construction" on web</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09 70</p>	<p style="text-align: center;"><b>2</b></p> <p>Check CPC Gmod</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09 71</p>	<p style="text-align: center;"><b>3</b></p> <p>Spec Prob Crse Titles must be complete</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09 72</p>	<p style="text-align: center;"><b>4</b></p> <p>Send final exams email to Accels</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09 73</p>	<p style="text-align: center;"><b>5</b></p> <p>Last day of classes</p> <p><b>5 pm - Remove VCWD online for F'08</b></p> <p>Finaid Disb – F'08</p> <p><b>Remove F'08 from nightly Fee Assess Cron</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09 74</p>	<p style="text-align: center;"><b>6</b></p>
<p style="text-align: center;"><b>7</b></p>	<p style="text-align: center;"><b>8</b></p> <p>Chg SSASECT titles back 8 am – Sp'09 Postcards &amp; email</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>9</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>10</b></p> <p>Commencemt programs delivered by 3 pm</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>11</b></p> <p>Final date for grad &amp; undergrad stds to apply for Sp'09 graduation</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>12</b></p> <p><b>COMMENCEMENT</b></p> <p>12 noon - RH close</p> <p><b>Fall MP end</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>13</b></p> <p>8 am – make grades vieable to stds in Wings</p> <p>MAT 8 am – 1 pm</p> <p>12 noon – RH close for stds participating in Commencement</p>
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Final Exams</b> <i>December 8-11, 2008</i></p> </div>						
<p style="text-align: center;"><b>14</b></p>	<p style="text-align: center;"><b>15</b></p> <p>6 am – Backup <b>Stop Cron Jobs for GP</b> 8 am – GP <b>8 am – Sp'09 Postcards &amp; email</b> Turn on Acad Flags for final reg – Sp'09</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>16</b></p> <p><b>SAP &amp; HOPE Processed??</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>17</b></p> <p>Send Inc, AI, CPC, Engl &amp; Math emails to stds <b>Caroline prints President's List Certificates (F'08)</b> Sp'09 Bookstore extract added to Cron <b>Print Pres List Certificates for F'08</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>18</b></p> <p>8 am – TAP registration begins for Sp'09</p> <p>Sp'09 – Begin Finaid Credit at Bookstore</p> <p>Jan GC Agenda items due by 12 noon</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>19</b></p> <p>5 pm – Banner &amp; Friends down</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>20</b></p> <p>Banner &amp; Friends down</p>
<p style="text-align: center;"><b>21</b></p> <p>Banner &amp; Friends down</p>	<p style="text-align: center;"><b>22</b></p> <p>End of Term ADM II Census Date</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>23</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>24</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>25</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>26</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>27</b></p>
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Christmas Holidays -Administrative Offices Closed</b> <i>December 22-26, 2008</i></p> </div>						
<p style="text-align: center;"><b>28</b></p>	<p style="text-align: center;"><b>29</b></p> <p>8 am – Sp'09 Postcards &amp; email</p> <p>Turn PO Box Assign On</p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>30</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>	<p style="text-align: center;"><b>31</b></p> <p style="text-align: right;">Enroll rpt – SP'/SU'09</p>			

**JANUARY 2009**  
**BANNER CALENDAR – FALL 2008/SPRING 2009**  
 As of July 2, 2008  
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<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b> <b>NEW YEAR'S DAY</b>  <b>NO CLASSES</b>  <b>ADMIN. OFFICES CLOSED</b>	<b>2</b>  Enroll rpt – SP'/SU'09	<b>3</b>
<b>4</b>	<b>5</b> Earliest Starting Date (ADM)  8 am – Sp'09 Postcards & email  Run canc class list Enroll rpt – SP'/SU'09	<b>6</b> End of Term ADM II Due Date  2 pm – Acad Stand Comm Mtg  Jan UGC Agenda items due by 12 noon  Run can class list Enroll rpt – SP'/SU'09	<b>7</b>  Run can class list Enroll rpt – SP'/SU'09	<b>8</b> 12 noon – RH check-in  10 am – Acad Stand Comm Mtg  GC Agenda to Grad Office  Run can. class list Enroll rpt – SP'/SU'09	<b>SOAR-Sp'09</b>  12 noon – Web opens for new stds  Run can. class list Enroll rpt – SP'/SU'09	<b>10</b> <b>Nursing Registration</b> <i>(Teresa &amp; Tif)</i>
<b>11</b> <b>3:30 – 4:45 pm - Conversations with professors</b>	<b>12</b> Drop/Add <b>Classes begin</b> Run RANs <b>YHRCGPA</b> Fee payment deadline for Sp'09  Run can. class list Enroll rpt – SP'/SU'09 1	<b>13</b> Drop/Add  Check CPC, Engl, Math & AI  Run RANs  Attendance Verification submitted by professors January 12-15, 2009	<b>14</b> Drop/Add  Run RANs  Run can class list Enroll rpt – SP'/SU'09 2	<b>15</b> Drop/Add  Run RANs  In Hall Room Change 7-9 pm  Jan GC Agenda items on web  Run can. class list Enroll rpt – SP'/SU'09 3	<b>16</b> \$100 late fee begins <b>8 am –Turn off SFAREGS access for faculty, advisors &amp; depts.</b>  8 am – Email all bals due 1/26  <b>Run RANs</b>  Chg Time Tix <b>Clean up class titles</b> Check SSBSECT for credit hrs null Run can. class list Enroll rpt – SP'/SU'09 4	<b>17</b>  Run can. class list Enroll rpt – SP'/SU'09 5
<b>18</b>	<b>19</b> <b>MLK JR. HOLIDAY</b>  <b>NO CLASSES</b>  <b>ADMIN. OFFICES CLOSED</b>	<b>20</b> <b>Att Verif deadline for courses beginning Jan 12-16</b> Run rpt for att verify for Fin Aid (WB) <b>AI non-comp cancellation</b> Check CPC, Engl, Math stds <b>Run time six-Su/F'09</b> Send Accel email to instructors & full-time list to Janet <b>Bldg Change 7-9 pm</b> Last load to bookstore of Finaid Credit Avail <b>Jan UGC Agenda items on web</b> Run can class list Enroll rpt – SP'/SU'09 6	<b>21</b> Send emails to stds for ethnic codes  Run YSPCNTY  Email AI cancellation list to Elise, Janet & Mike  Close of business – last credit at bookstore  Caroline prints diplomas  Run can class list Enroll rpt – SP'/SU'09 7	<b>22</b> 8 am – Load Bookstore Charges <b>11 am – Finaid Disb Sp'09</b> Send Joe Bocchi WMBA rolls – Sp'09 <b>6:30 pm – House Calls</b>  Atlanta Reception  Feb GC Agenda items due to Reg Office by 12 noon  GC Mtg 9-11 am  Run can. class list Enroll rpt – SP'/SU'09 8	<b>23</b> Run SFRRGAM  MAT 10 am – 5 pm  Run can. class list Enroll rpt – SP'/SU'09 9	<b>24</b>
<b>25</b>	<b>26</b> Final fee payment deadline for SOAR registration/drop/add period  F'09 SOC completed by depts  Run can. class list Enroll rpt – SP'/SU'09 10	<b>27</b> Set up SFARSTS & SFAESTS for F'09  F'09 SOC to Deans for approval  UGC Mtg 3-5 pm  Run can class list Enroll rpt – SP'/SU'09 11	<b>28</b> 8 am – Sp'09 Finaid cks in PO Boxes – 1 <sup>st</sup> ck run <b>Send additional Dean's/President's Listings (F'08)</b> Caroline – Print additional Pres List Certificates for F'08 <b>F'09 SOC approved by Deans</b> UGC Mtg 3-5 pm Run can class list Enroll rpt – SP'/SU'09 12	<b>29</b> Finaid Disb – Sp'09  NA deletions by DP – Sp'09  Type UGC minutes  GC Agenda to Grad Office  Run can class list Enroll rpt – SP'/SU'09 13	<b>30</b> 8 am – Sp'09 Audit Cancel  5 pm – Banner & Friends down  Registrar assigns ALL rooms for F'09 classes  Remove “Under Construction” from web  EGCS F'09 due to Reg Run can. class list Enroll rpt – SP'/SU'09 14	<b>31</b> Southern Conference on Children (This affects Aceware – Eagle 4) 6 am – 4 pm  Banner & Friends down <i>(Computer Services will work with Deborah in CE. She needs MSEAGLE 1 for Aceweb/Touchnet access and cluster access for Aceware from 8 am – 4 pm )</i>