

AUGUST 2009
BANNER CALENDAR – FALL 2009
 As of October 21, 2009
<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 Banner & Friends down
2 Banner & Friends down	3 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Accel SOAR 2-6 pm</div> PO Box Assignment Enroll rpt F'09	4 Check CPC, Engl, Math, & AI stds Clearinghouse – Early Transmission Enroll rpt F'09	5 UPGR Copy (Tent.) Enroll rpt F'09	6 2 pm – Acad Stand Comm Mtg Enroll rpt F'09	7 EGCS End of Term ADM II Census Date F'09 New Postcards & Emails Enroll rpt F'09	8
9	10 Academic Year begins Degree Verify GOML Admission App deadline 2 pm – Acad Stand Comm Mtg Enroll rpt F'09	11 Check STS classes for "C" status code Enroll rpt F'09	12 EGCS 8:30 am – Web opens for TAP for F'09 University Fall Convocation 2 pm – Acad Stand Comm Mtg Enroll rpt F'09	13 12 mid – Web closes for UGs, Trans & TAP for F'09 Email Lavada Att Verif & Midterm Grades (WB) <i>EGCS Final Former Std Reg – F'09</i> Enroll rpt F'09	14 9 am – 6 pm – RH check in MP begins Operation Move-In Enroll rpt F'09	15 <div style="border: 1px solid black; padding: 2px; display: inline-block;">SOAR X</div> 12 noon – Web opens for new students for F'09 Nursing Registration ?
16 3 am – Web opens for UGs, Trans & TAP for F'09 3:30 – 4:45 pm Conversations with Professors	17 Drop/Add Classes begin Fee payment deadline – F'09 GOML Full/Short Session I begins <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 100%;">Attendance Verification submitted by professors August 17-20</div> End of Term ADM II Due Date/Earliest Starting Date <i>EGCS Classes Begin – F'09</i> <i>EGCS Sch Adj – F'09</i> Enroll rpt F'09 1	18 Drop/Add YHRCGPA <i>GCS Sch Adj – F'09</i> Enroll rpt F'09 2	19 Drop/Add Email Lavada D-D-DC (WB) <i>EGCS Sch Adj – F'09</i> Enroll rpt F'09 3	20 Drop/Add 12 mid – Web closes for ALL students for F'09 7-9 pm – Hall Room Change Enroll rpt F'09 4	21 Clean up class titles Check SSBSECT for credit hrs null Turn off SFAREGS access for faculty, advisors & depts.. GOML reg / drop & add ends Remove Fall 2009 from VC and from returning term and add to WD on student print page (SAEM) Delete WLs \$100 Late fee begins Enroll rpt F'09 5	22 GOML Full/Short Session I withdrawal period begins
23	24 Run rpt for att verif for Fin Aid – (WB) Turn on Mid-Term Grades (WB) AI non-comp cancellation Check CPC, Engl, Math stds Run time tix – Sp/Su'10 Last load to Bookstore of Finaid avail to charge Enroll rpt F'09 6	25 Send AI email to Elise, Mike & Janet Send Accel email to instructors & full-time list to Janet O'Brien Send email to all NA stds asking them to get their attendance verified Close of Business – Last credit at Bookstore 7-9 pm Building Change SAEM Division Wksp (9-11am) Enroll rpt F'09 7	26 Send Joe Bocchi WMBA rolls – F'09 8 am – Load Bookstore 11 am – Finaid Disb – F'09 Enroll rpt F'09 8	27 Run NA list and make any necessary adjustments <i>A Day for Southern on campus</i> Enroll rpt F'09 9	28 Run SFRRGAM Email Accels about fee pmt 5 pm – Banner & Friends down Enroll rpt F'09 10	29 Banner & Friends down TOEFL exam 8 am – 2 pm (<i>Internet required</i>)
30 Banner & Friends down	31 GOML Full /Short Session I Att Verif Enroll rpt F'09 11			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 2009

BANNER CALENDAR – FALL 2009

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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>
Host Accel std reception ?		1 Fee pmt deadline for SOAR, final/late reg & Drop/Add Sept UGC Agenda Items on Web Enroll rpt – F'09 12	2 SFRRGAM 9 am – F'09 Finaid Cks in PO Box – 1 st ck run UPGR Copy (Tent.) Enroll rpt – F'09 13	3 Finaid Disb – F'09 Sept GC Agenda Items on Web Enroll rpt – F'09 14	4 F'09 – Audit Cancel Enroll rpt – F'09 15	5 ALBANY (NY)
6 GOML Short Session I – Last Day to W/D W/O Academic Penalty	7 LABOR DAY HOLIDAY NO CLASSES ADMIN. OFFICES CLOSED GOML Short Session WF Withdrawal begins	8 SFRRGAM Rpt to Athletics <12 (WB) Faculty begin entering EA/Midterm grades 7 pm - Condi Rice Visit - Hanner Enroll rpt – F'09 16	9 Check CPC Gmod Send additional Dean's/President's Listings (Su'09) Caroline prints additional President's List Certificates Clearinghouse – First of Term F'09 - Cancel Enroll rpt – F'09 17	10 F'09 – Finaid Disb GC Meeting 9-11 am Enroll rpt – F'09 18	11 YSRNOTH Caroline prints Diploma Inserts GOML Full Session – Last Day to W/D W/O Academic Penalty Enroll rpt – F'09 19	12 <i>South Dakota State (Away)</i>
13	14 Send ltrs to stds for ethnic codes Finalize Su'09 degrees Enroll rpt – F'09 20	15 YSPCNTY Degree Verify <i>A Day for Southern - Community</i> Caroline prints 2 nd Batch of Summer Diplomas Enroll rpt – F'09 21	16 Enroll rpt – F'09 22	17 F'09 – Finaid Disb Enroll rpt – F'09 23	18 Commencent Brochure updates to Caroline by 8 am Honors Visitation Day Enroll rpt – F'09 24	19 WESTERN CAROLINA
20	21 Send emails to instructors informing them of canceled stds Enroll rpt – F'09 25	22 Enroll rpt – F'09 26	23 Faculty Senate Mtg Enroll rpt – F'09 27	24 F'09 – Finaid Disb Commencent Brochure in Mail to Printer by 5 pm Enroll rpt – F'09 28	25 5 pm – Banner & Friends down Commencent Brochure on Web Enroll rpt – F'09 29	26 <i>Elon (Away)</i> Banner & Friends down MAT exam 8 am – 1pm (<i>Internet required</i>)
27 Banner & Friends down	28 GOML WF Withdrawal ends/Short Session I - Last day of classes R25 BATCH Load Enroll rpt – F'09 30	29 GOML Short Session I Classes end/Finals Enroll rpt – F'09 31	30 Spec Prob Rolls to depts. UPGR Copy (Tent.) Check and make sure GSU & EGCS seat numbers match Enroll rpt – F'09 32			

OCTOBER 2009

BANNER CALENDAR – FALL 2009

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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>
				1 Send out Accel emails for advisement F'09 – Finaid Disb Oct GC Agenda Items on Web Enroll rpt – F'09 33	2 EARLY ALERT/ MIDTERM GRADES DUE Enroll rpt – F'09 34	3 <i>Wofford (Away)</i>
4	5 Enroll rpt – F'09 35	6 YSRNOTH Mail Accel midterm grades to parents Oct UGC Agenda Items on Web Enroll rpt – F'09 36	7 TSAEXPP Mid-Term ADM Census I Date Enroll rpt – F'09 37	8 200805 I's to F's (Records) F'09 – Finaid Disb GC Mtg 9-11 am Gwinnett Preview Enroll rpt – F'09 38	9 Commencment Brochure Delivered to Reg Atlanta I Counselor Luncheon Enroll rpt – F'09 39	10 <i>North Carolina (Away)</i>
11 GOML Full Session Midterm/WF Withdrawal begins <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Sp/Su '10 Accel advisemt Oct 12-16</div>	12 Last day to withdraw without academic penalty – F'09 Submit request to add Spring/Summer 2010 to VCWD GOML Short Session II begins Honors Visitation Day <i>EGCS Last day to w/d w/o penalty – F'09</i> Enroll rpt – F'09 40	13 F'09 – Admin WD list to Reg UGC Mtg 3:30-5 pm Jacksonville Counselor Luncheon Enroll rpt – F'09 41	14 Mid-Term ADM I Due Date Final F'09 Enroll rpt (?) Caroline Prints Name Cards for Commencment 42	15 Submit request for SFAREGS access for SDRC (Oct. 16 th) F'09 – Finaid Disb Augusta Preview 43	16 <i>Family Weekend</i> Chg STVASTD flags to allow reg Honors Visitation Day 44	17 <i>Family Weekend</i> UTC - CHATTANOOGA GOML Short Session II Withdrawal period begins MAT exam
18 <i>Family Weekend</i>	19 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">SDRC Pre-Registration for Spring & Summer 2010 – October 19-23, 2009</div> <i>EGCS Early Reg Begins – Sp'10</i> 45	20 Columbus Preview 46	21 Faculty Senate Mtg Columbus Counselor Luncheon 47	22 F'09 – Finaid Disb Albany Counselor Luncheon/Albany Preview 48	23 Clearinghouse – Sub of Term 5 pm - Banner & Friends down 49	24 <i>Appalachian State (Away)</i> Banner & Friends down
25 Banner & Friends down <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">*** Oct. 22-29 *** Regents Exams</div>	26 3 am – Web opens for Grads, Accels & Honors stds (Sp/Su'10) Add Sp/Su'10 to VC on student print page (SAEM) GOML Short Session II Att Verif Sp'10 Fee Assessment Enroll rpt – SP'/SU'10 50	27 3 am – Web opens for Srs, PBs and Athletes (Sp/Su'10) F'09 – Deadline to clear AW Middle Ga Reception Enroll rpt – SP'/SU'10 51	28 3 am – Web opens for Juniors (Sp/Su'10) UPGR Copy (Tent.) Atlanta Graduate Reception Enroll rpt – SP'/SU'10 52	29 3 am – Web opens for Soph Grp 1 (Sp/Su'10) 3 pm – Acad Stand Comm Mtg F'09 – Finaid Disb F'09 – A/W Enroll rpt – SP'/SU'10 53	30 3 am – Web opens for Soph Grp 2 (Sp/Su'10) GOML Short Session II Midterm/Last day to W/D W/O Academic Penalty Enroll rpt – SP'/SU'10 54	31 <i>Happy Halloween!</i> 3 am – Web opens for Fresh Grp 1 (Sp/Su'10)

NOVEMBER 2009

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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>1 3 am – Web opens for Fresh Grp 2 (Sp/Su'10)</p> <p>Southern Scholar Showcase App Deadline</p> <p>GOML Sp'10 registrations begin</p>	<p>2 3 am – Web opens for Fresh Grp 3 (Sp/Su'10)</p> <p>Add Spring Fee Assessment to nightly cron jobs</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 55</p>	<p>3 3 am – Web opens for Fresh Grp 4 (Sp/Su'10)</p> <p>Nov UGC Agenda Items on Web</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 56</p>	<p>4 3 am – Web opens for Fresh Grp 5 (Sp/Su'10)</p> <p>Commencement Info from Wayne</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 57</p>	<p>5 3 am – Web opens for Fresh Grp 6 (Sp/Su'10)</p> <p>Send out Sp Prob Crse Title reminder</p> <p>Nov GC Agenda Items on Web</p> <p>F'09 Fin aid Disb Jacksonville Reception</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 58</p>	<p>6 3 am – Web opens for Fresh Grp 7 (Sp/Su'10)</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 59</p>	<p>7 <i>Samford (Away)</i></p> <p>3 am – Web opens for Fresh Grp 8 (Sp/Su'10)</p> <p>MAT exam</p>
<p>8 3 am – Web opens for Fresh Grp 9 (Sp/Su'10)</p>	<p>9 3 am – Web opens for Transients (Sp/Su'10)</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 60</p>	<p>10</p> <p>Velma cuts off keying names by 5 pm</p> <p>Ed.D. & MFA names, etc. to Caroline by noon</p> <p>UGC Mtg – 3:30 -5 pm</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 61</p>	<p>11</p> <p>Set up SFARSTS & SFAESTS for F'10</p> <p>Velma runs names for Commencement Program</p> <p>Graduate names to Caroline by 5 pm</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 62</p>	<p>12</p> <p>F'09 – Fin Aid Disb</p> <p>GC Mtg 9-11 am</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 63</p>	<p>13</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px auto; width: fit-content;"> <p><i>Homecoming 2009</i></p> </div> <p>Classes canceled beginning at 2 pm</p> <p>Velma, Mike & Wayne proof Commencement Program</p> <p>Homecoming Visitation Day</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 64</p>	<p>14</p> <p>FURMAN</p> <p>Velma, Mike & Wayne proof Commencement Program</p>
<p>15</p> <p>Velma, Mike & Wayne proof Commencement Program</p>	<p>16</p> <p>Run EGCS rolls – Sp'10</p> <p>Commencement Program Changes to Caroline by 9 am</p> <p>Faculty Senate Mtg</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 65</p>	<p>17</p> <p>GOML Short Session II Last day of class/WD period ends</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 66</p>	<p>18</p> <p>SFRRGAM</p> <p>GOML Short Session II Classes end/Finals</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 67</p>	<p>19</p> <p>Email advisement reminder to Accels</p> <p>F'09 Finaid Disb</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 68</p>	<p>20</p> <p>Spec Prob Crse Titles due to Reg</p> <p>TOEFL exam</p> <p>5 pm – Banner & Friends down</p> <p style="text-align: right;"><small>EGCS Early Reg Ends – Sp'10</small> Enroll rpt – SP'/SU'10 69</p>	<p>21</p> <p>THE CITADEL</p> <p>Banner & Friends down</p> <p><i>Open House (Union)</i></p>
<p>22</p> <p>Banner & Friends down</p>	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p>Thanksgiving Holidays for Students – NO CLASSES!</p> <p>Residence Halls open all week</p> <p><i>Administrative Offices will be closed November 23-27</i></p> </div>					<p>28</p>
<p>29</p>	<p>30</p> <p>Submit request remove F'09 from VCWD and student print page</p> <p>Email hs counselors with Accel Prog App deadline</p> <p style="text-align: right;">Enroll rpt – SP'/SU'10 70</p>					

DECEMBER 2009

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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>	
		1 Check CPC Gmod Send grade roll to Amy Heaston & Janet O'Brien Accel emails to instructors Spring UG Admission App Deadline F'10, Sp'11 & Su'11 SOC to Dept for Update Enroll rpt – SP'/SU'10 71	2 Spec Prob Crse Titles must be complete UPGR Copy (Tent.) Enroll rpt – SP'/SU'10 72	3 Send final exams email to Accels F'09 Finaid Disb Last finaid Disb – F'09 Enroll rpt – SP'/SU'10 73	4 Last day of classes 5 pm - Remove VCWD online for F'09 Clearinghouse – Sub of Term Southern Scholars' Showcase Enroll rpt – SP'/SU'10 74	5 Southern Scholars' Showcase	
6 Southern Scholars' Showcase	7 Chg SSASECT titles back Enroll rpt – SP'/SU'10	8	9 GOML Full Session/ Grade submission opens/ WF Withdrawal/ classes ends Enroll rpt – SP'/SU'10	10 GOML Full Session Finals Final date for UGs & Grads to apply for Sp'10 graduation Enroll rpt – SP'/SU'10	11 COMMENCEMENT GOML Full Session Classes end/Finals 12 noon - RH close TOEFL exam 12 mid – Close web for UGs & Transients (Sp/Su'10) Enroll rpt – SP'/SU'10	12 8 am – make grades viewable to stds in Wings 12 noon – RH close for graduating stds MP ends MAT exam	
		Final Exams (EGCS) <i>December 7-10, 2009</i>					
13	14 6 am – Backup Stop Cron Jobs for GP 8 am – GP Turn on Acad Flags for final reg – Sp'10 GOML Full/Short Session I & II Grade submission closes Enroll rpt – SP'/SU'10	15 Ann runs President's & Dean's List for F'09 Spring Bookstore extract added to nightly cron Enroll rpt – SP'/SU'10	16 8:30 am – TAP registration begins for Sp'10 Send Inc, AI, CPC, Engl & Math emails to stds 5:00 pm – TAP registration closes for Sp'10 Caroline prints President's List Certificates for F'09 Bring Spring fin aid bookstore credit Enroll rpt – SP'/SU'10	17 Mail Accel numeric grades to hs counselors Cancellation after GP (W&V) Enroll rpt – SP'/SU'10	18 5 pm - Banner & Friends down Enroll rpt – SP'/SU'10	19 Banner & Friends down	
20 Banner & Friends down	21 End of Term ADM II Census Date Print Regents Post Cards for Sp'10 (Get #s from Jean) Enroll rpt – SP'/SU'10	22	23 3 am – Web opens for UGs, Transients & TAP (Sp/Su'10) Clearinghouse – Early Reg Sp'10 Enroll rpt – SP'/SU'10	24	25	26	
		Winter Holidays - Administrative Offices Closed <i>December 24-31, 2009</i>					
27	28	29	30	31			
		Winter Holidays -Administrative Offices Closed <i>December 24-31, 2009</i>					

JANUARY 2010
BANNER CALENDAR – FALL 2009/SPRING 2010
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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>
Accel 101 HS counselor workshop ?					1 NEW YEAR'S DAY NO CLASSES ADMIN. OFFICES CLOSED	2
3	4 Set up SFARSTS & SFAESTS for F'10 Earliest Starting Date (ADM) New Postcards & Emails Enroll rpt – SP'/SU'10	5 Check STS classes for "C" status code 2 pm – Acad Stand Comm Mtg Degree Verify Enroll rpt – SP'/SU'10	6 12 mid - Web closes for UGs, Transients & TAP (Sp'10) Enroll rpt – SP'/SU'10	7 10 am – Acad Stand Comm Mtg 12 noon – RH check in (Tif) - Send PROD Support request to run script y_upd_sfrstcr.sql Enroll rpt – SP'/SU'10	8 SOAR-Sp'10 12 noon – Web opens for new stds Enroll rpt – SP'/SU'10	9 3 am – Web opens for UGs, Transients & TAP (Sp'10) Nursing Registration ?
10 3:30 – 4:45 pm Conversations with Professors	11 Drop/Add Classes begin YHRCGPA Fee payment deadline for Sp'10 GOML Full Session/Short Session I First Day of Classes End of Term ADM II Due Date Enroll rpt – SP'/SU'10 1	12 Drop/Add Check CPC, Engl, Math & AI January UGC Agenda Items on Web Enroll rpt – SP'/SU'10 2	13 Drop/Add Attendance Verification submitted by professors January 11-14, 2010 Enroll rpt – SP'/SU'10 3	14 Drop/Add 12 mid – Web closes for all stds (Sp'10) January GC Agenda Items on Web Enroll rpt – SP'/SU'10 4	15 8 am – Turn off SFAREGS access for faculty, advisors & depts. Clean up class titles Check SSBSECT for credit hrs null Remove Sp'09 from VC and add to WD stdt print page (SAEM) Delete WLS \$100 late fee begins GOML Full Session/Short Session I reg & Drop/Add ends Email all balances due final FPD Enroll rpt – SP'/SU'10 5	16
17	18 MLK JR. HOLIDAY NO CLASSES ADMIN. OFFICES CLOSED	19 Att Verif deadline for courses beginning Jan 11-15 Run rpt for att verify for Fin Aid (WB) AI non-comp cancellation Check CPC, Engl, Math stds Run time tix-F'10 Send Accel email to instructors & full-time list to Janet UGC Mtg 3:30 – 5 pm GOML Full Session/Short Session I Att Verif Last load to Bookstore of Finaid available Enroll rpt – SP'/SU'10 6	20 Send emails to stds for ethnic codes Run YSPCNTY Email AI cancellation list to Elise, Janet & Mike Caroline prints Fall diplomas UGC Mtg 3:30-5 pm Close of Business-last credit at bookstore Enroll rpt – SP'/SU'10 7	21 8 am – Load bookstore charges 11 am Finaid Disb & Finaid ck run Send Joe Bocchi WMBA rolls – Sp'10 Atlanta II Counselor Luncheon/Atlanta II Reception Caroline prints Fall diplomas GC Mtg 9-11 am Enroll rpt – SP'/SU'10 8	22 Run SFRRGAM GPC Faculty Luncheon MAT Enroll rpt – SP'/SU'10 9	23
24	25 Fee pmt deadline for SOAR, late reg or Drop/Add F'10 SOC completed by depts Start aging Spring accounts - ZSRCBIL Enroll rpt – SP'/SU'10 10	26 F'10 SOC to Deans for Approval Enroll rpt – SP'/SU'10 11	27 F'10 SOC Approved by Deans F'09 - Send addt'l Deans/President Listings F'09 - Caroline prints additional Presidents List Certifications Finaid cks in PO Boxes – 1 st ck run Enroll rpt – SP'/SU'10 12	28 Finaid Disb NA deletions by DP – Sp'10 Enroll rpt – SP'/SU'10 13	29 8 am Audit Cancel Turn on EA grades Email Accel stds about fee pmt 5 pm – Banner & Friends down Re gassings ALL rooms for F'10 classes EGCS F'10 due to Reg Enroll rpt – SP'/SU'10 14	30 Banner & Friends down
31 Banner & Friends down						