

JANUARY 2009

BANNER CALENDAR – SPRING 2009

As of March 23, 2009 <http://students.georgiasouthern.edu/registrar/regadmin>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
AI=Academic Intervention AW=Administrative Withdrawal BO=Business Office EGCS=East GA College/Statesboro F=Fall FA=Financial Aid GP=Grade Processing Grad=Graduates LT=Long Term MP=Meal Plans		PS=Postal Services Reg=Registrar's Office RH=Residence Halls RR=Regents' Remedial reg=registration RU=Russell Union SP=Spring SU=Summer TAP=Tuition Assistance Program UG=Undergrads		1 NEW YEAR'S DAY NO CLASSES ADMIN. OFFICES CLOSED	2 Set up SFARSTS & SFAESTS for F'09 Run canc class list Enroll rpt – SP'/SU'09	3
4	5 Earliest Starting Date (ADM) 8 am – Sp'09 Postcards & email Degree Verify GOML G01 Admission Application deadline Run canc class list Enroll rpt – SP'/SU'09	6 End of Term ADM II Due Date 2 pm – Acad Stand Comm Mtg Jan UGC Agenda items due by 12 noon <i>Check STS classes for "C" status code</i> Run canc class list Enroll rpt – SP'/SU'09	7 12 mid - Web closes for UGs, Transients & TAP Run canc class list Enroll rpt – SP'/SU'09	8 12 noon – RH check-in 10 am – Acad Stand Comm Mtg GC Agenda to Grad Office MP begin Housing Start Date <i>Final Reg – EGCS Sp'09</i> Run canc class list Enroll rpt – SP'/SU'09	9 <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">SOAR-Sp'09</div> 12 noon – Web opens for new stds Run canc class list Enroll rpt – SP'/SU'09	10 3 am – Web opens for UGs, Transients & TAP Nursing Registration <i>(Marcella, Teresa & Tif)</i>
11 3:30 – 4:45 pm - Conversations with professors	12 Drop/Add Classes begin Run RANs YHRCGPA	13 Drop/Add Check CPC, Engl, Math & AI	14 Drop/Add Run RANs	15 Drop/Add Run RANs	16 \$100 late fee begins 8 am –Turn off SFAREGS access for faculty, advisors & depts. 8 am – Email all bals due 1/26 Run RANs Chg Time Tix Clean up class titles Check SSBSECT for credit hrs null GOML G01 registration closes GOML G01 Drop/Add ends Remove F'09 from Returning Term & Spring 2009 from SAEM student print page (VC) Delete WLS Run canc class list Enroll rpt – SP'/SU'09	17 GOML G01 / G02 withdrawal period begins
January 12-15 - Attendance Verification must be completed on the first class meeting day						
	GOML G01 / G02 term begins WB-Turn on web indicator for U grades in SHAGRDE <i>EGCS Class begins – Sp'09</i> <i>EGCS Sp'09-Schedule Adj</i> Run canc class list Enroll rpt – SP'/SU'09 1	<i>EGCS Sp'09-Sch Adj</i> Run canc class list Enroll rpt – SP'/SU'09 2	<i>EGCS Sp'09-Schedule Adj</i> Run canc class list Enroll rpt – SP'/SU'09 3	Jan GC Agenda items on web 12 mid – Web closes for all stds Run canc class list Enroll rpt – SP'/SU'09 4	Run canc class list Enroll rpt – SP'/SU'09 5	
18	19 MARTIN LUTHER KING, JR. HOLIDAY NO CLASSES ADMINISTRATIVE OFFICES CLOSED	20 Att Verif deadline for courses beginning Jan 12-16 Run rpt for att verify for Fin Aid (WB) AI non-comp cancellation Check CPC, Engl, Math stds Run time tix-Su/F'09 Send Accel email to instructors & full-time list to Janet Bldg Change 7-9 pm Last load to bookstore of Finaid Credit Avail Jan UGC Agenda items on web Run canc class list Enroll rpt – SP'/SU'09 6	21 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 canc class list Enroll rpt – SP'/SU'09 7	22 8 am – Load Bookstore Charges 11 am – Finaid Disb Sp'09 Send Joe Bocchi WMBA rolls – Sp'09 6:30 pm – House Calls Atlanta Reception Atlanta II Counselor Luncheon Feb GC Agenda items due to Reg Office by 12 noon GC Mtg 9-11 am Run canc class list Enroll rpt – SP'/SU'09 8	23 Run SFRRGAM MAT 10 am – 5 pm Clearinghouse – First of Term 5 pm - Banner & Friends down Run canc class list Enroll rpt – SP'/SU'09 9	24 Banner & Friends down
25 Banner & Friends down FA New Year Release	26 Final fee payment deadline for SOAR registration/drop/add period F'09 SOC completed by depts Run canc class list Enroll rpt – SP'/SU'09 10	27 F'09 SOC to Deans for approval UGC Mtg 3-5 pm GOML G01 / G02 Att Verif Run canc class list Enroll rpt – SP'/SU'09 11	28 Send additional Dean's/ President's Listings (F'08) F'09 SOC approved by Deans Caroline – Print additional Pres List certificates for F'08 UGC Mtg 3-5 pm UPGR copy Run canc class list Enroll rpt – SP'/SU'09 12	29 8 am – Sp'09 Finaid ck in PO Boxes – 1 st ck run Finaid Disb – Sp'09 NA deletions by DP – Sp'09 Type UGC minutes GC Agenda to Grad Office Run canc class list Enroll rpt – SP'/SU'09 13	30 8 am – Sp'09 Audit Cancel Reg assigns ALL rooms for F'09 classes Remove "Under Construction" from web EGCS F'09 due to Registrar Degree Verify Run canc class list Enroll rpt – SP'/SU'09 14	31 Southern Conference on Children (This affects Aceware – Eagle 4) 6 am – 4 pm

FA New Year Release

FEBRUARY 2009

BANNER CALENDAR – SPRING 2009

As of March 23, 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	2 HAPPY GROUNDHOG DAY! Turn on EA grades Faculty Senate Agenda Items due Run canc class list Enroll rpt – SP’/SU’09 15	3 5 pm – Sp’09 Canc Feb UGC Agenda items due by 12 noon Caroline prints diplomas Run canc class list Enroll rpt – SP’/SU’09 16	4 Sp’09 – Finaid cks in PO Boxes – 2 nd ck run GOML G02 Midterm / last day to w/d w/o penalty Run canc class list Enroll rpt – SP’/SU’09 17	5 Finaid Disb Feb GC Agenda items on web GOML G02 WF withdrawal Run canc class list Enroll rpt – SP’/SU’09 18	6 Run canc class list Enroll rpt – SP’/SU’09 19	7 Open House at the RAC
8 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">F’09 Accel advise mt Feb. 9-13</div>	9 Run canc class list Enroll rpt – SP’/SU’09 20	10 Run canc class list Enroll rpt – SP’/SU’09 21	11 Run canc class list Enroll rpt – SP’/SU’09 22	12 Finaid Disb GC Mtg 9-11 am Run canc class list Enroll rpt – SP’/SU’09 23	13 Last day for students to pay Business Office for canceled classes w/out petitioning SFAREGS on for SDRC @ 8 am Run canc class list Enroll rpt – SP’/SU’09 24	14 VALENTINE’S DAY
15	16 Faculty Senate Mtg Commencement brochure updates to Caroline by 8 am Begin petitions to register & pay fees late MAT – 10:30 am – 5:00 pm Run canc class list Enroll rpt – SP’/SU’09 25	17 Submit request – add Summer/Fall 2009 to VCWD Feb UGC Agenda items on web Send Nov/Jan UGC Agendas to Provost for signatures Send emails to instructors informing them of canceled stds Run canc class list Enroll rpt – SP’/SU’09 26	18 CPC emails to stds for SU/F’09 reg Run canc class list Enroll rpt – SP’/SU’09 27	19 March GC Agenda items due to Reg Office by 12 noon Run canc class list Enroll rpt – SP’/SU’09 28	20 5 pm - Banner & Friends down Run canc class list Enroll rpt – SP’/SU’09 29	21 Banner & Friends down
SDRC Early Registration (in Banner) – February 16-20, 2009						
22 Banner & Friends down	23 3 am – Web opens for Grads, Accels, Honors, Athletes, Srs & Post-Baccs for F’09 Commencement brochure in mail to printer by 5 pm Add Fall 2009 to SAEM VC student print page Mid-Term ADM Census I Date Run canc class list En. Rpt. SP/SU/F’09 30	24 3 am – Web opens for Juniors for F’09 Commencement brochure on web UGC Mtg 3-5 pm Run canc class list En. Rpt. SP/SU/F’09 31	25 3 am – Web opens for Soph Grp 1 for F’09 UGC Mtg 3-5 pm F’09 R25 Run Meets Together UPGR copy Run canc class list En. Rpt. SP/SU/F’09 32	26 3 am – Web opens for Soph Grp 2 for F’09 Finaid Disb Type UGC minutes GC Agenda to Grad Office GOML G02 term / withdrawal period ends Sp Prob Crse Titles to instructors Run canc class list En. Rpt. SP/SU/F’09 33	27 MIDTERM GRADES DUE 3 am – Web opens for Fresh Grp 1 & 2 for F’09 F’09 R25 BATCH Load <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px auto;">Scholar’s Day Feb. 27 & 28</div> GOML G02 classes end / finals Run canc class list En. Rpt. SP/SU/F’09 34	28

MARCH 2009

BANNER CALENDAR – SPRING 2009

As of March 23, 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	<p>2 3 am – Web opens for Fresh Grp 3 for F'09</p> <p>TSAEXPP</p> <p>Catalog to Sources for Review 1906 Honors Orientation F'09 R25 BATCH Load Run canc class list En. Rpt. SP/SU/F'09 35</p>	<p>3 3 am – Web opens for Fresh Grp 4 for F'09</p> <p>Faculty Senate Agenda items due</p> <p>Graduation Gala</p> <p>Mail Accel midterm grades to parents</p> <p>Run canc class list En. Rpt. SP/SU/F'09 36</p>	<p>4 3 am – Web opens for Fresh Grp 5 for F'09</p> <p>March UGC Agenda items due by 12 noon</p> <p>Graduation Gala Fall 200708 – I's to F's (Records) Mid-Term ADM I Due Date Run canc class list En. Rpt. SP/SU/F'09 37</p>	<p>5 3 am – Web opens for Fresh Grp 6 for F'09</p> <p>Finaid Disb</p> <p>March GC Agenda items on web</p> <p>GOML G01 Midterm / Last day to withdraw w/o academic penalty Run canc class list En. Rpt. SP/SU/F'09 38</p>	<p>6 3 am – Web opens for Fresh Grp 7 for F'09</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px 0;">Leadership Conference</div> <p>GOML G01 WF Withdrawal</p> <p>GOML G03 Classes start / Withdrawal period begins Run canc class list En. Rpt. SP/SU/F'09 39</p>	<p>7 <i>Regents' Exam</i></p>
8	<p>9 Last day to w/d w/o acad. penalty</p> <p>3 am – Web opens for Fresh Grp 8 for F'09</p> <p><i>Regents' Exam</i></p> <p><i>EGCS Last DayWD-Sp'09</i> Run canc class list En. Rpt. SP/SU/F'09 40</p>	<p>10 <i>Regents' Exam</i></p> <p>3 am – Web opens for Fresh Grp 9 for F'09</p> <p>Commencemt brochure delivered to Reg Admin WD (labels) list to Reg – Sp'09</p> <p>Run canc class list En. Rpt. SP/SU/F'09 41</p>	<p>11 <i>Regents' Exam</i></p> <p>3 am – Web opens for Transients for F'09</p> <p>Run canc class list En. Rpt. SP/SU/F'09 42</p>	<p>12 Finaid Disb</p> <p>GC Mtg 9-11 am</p> <p>Clearinghouse – Sub of Term</p> <p>Run canc class list En Rpt SP/SU/F'09 43</p>	<p>13 MP end for Spring Break</p> <p>Catalog proof to contacts for review</p> <p>Run canc class list En. Rpt. SP/SU/F'09 44</p>	<p>14 MAT 8:00 am – 12:30 pm</p>
15	<p>16 Honor's Day names to Caroline by 8 am</p> <p>Second email to Accels for advisemt appts</p> <p>Enroll rpt. SU/F'09</p>	<p>17 SAINT PATRICK'S DAY</p> <p>Mike, Velma, Ann & Terri proof Honor's Day program</p> <p>Caroline prints name cards for Commencemt Enroll rpt. SU/F'09</p>	<p>18</p> <p>Honor's Day program in mail to printer by 5 pm</p> <p>March UGC Agenda items on web Enroll rpt. SU/F'09</p>	<p>19</p> <p>April GC Agenda items due to Reg Office by 12 noon</p> <p>Enroll rpt. SU/F'09</p>	<p>20 GOML G03 Att Verif</p> <p>Enroll rpt. SU/F'09</p>	21
<p>SPRING BREAK FOR STUDENTS – MARCH 16 – MARCH 20, 2009 ADMINISTRATIVE OFFICES/RESIDENCE HALLS OPEN</p>						
22 MP restart after Spring Break	<p>23 Catalog to Caroline from Sources by 12 noon</p> <p><i>EGCS Early Reg – Su/F'09</i> Enroll rpt. SU/F'09 45</p>	<p>24 Faculty Senate Mtg</p> <p>Deadline to clear AW – Sp'09</p> <p>Enroll rpt. SU/F'09 46</p>	<p>25 Send Feb UGC Agenda to Provost for signatures</p> <p>UGC Mtg 3-5 pm</p> <p>Enroll rpt. SU/F'09 47</p>	<p>26 Finaid Disb</p> <p>A/W – Sp'09</p> <p>Type UGC minutes</p> <p>GC Agenda to Grad Office</p> <p>Enroll rpt. SU/F'09 48</p>	<p>27 Final Catalog proof to Sources from Caroline by 12 noon</p> <p>5 pm - Banner & Friends down</p> <p>Enroll rpt. SU/F'09 49</p>	28 Banner & Friends down
29 Banner & Friends down	<p>30 Run SFRSLST</p> <p>Honor's Day program delivered to Reg</p> <p>Catalog proof to Caroline from contacts by 12 noon</p> <p><i>EGCS Early Reg – Su/F'09</i> Enroll rpt. SU/F'09 50</p>	<p>31 April UGC Agenda items due by 12 noon</p> <p>GOML G03 Midterm / last day to w/d w/o penalty</p> <p>Enroll rpt. SU/F'09 51</p>				

APRIL 2009

BANNER CALENDAR – SPRING 2009

As of March 23, 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 APRIL FOOL'S DAY <i>Honor's Day</i> GOML G03 WF withdrawal GOML Summer term reg begins UPGR copy Enroll rpt. SU/F'09 52	2 Finaid Disb 2 pm - Acad Stand Comm mtg April GC Agenda items on web Enroll rpt. SU/F'09 53	3 Final Catalog proof to Caroline from Sources by 12 noon Enroll rpt. SU/F'09 54	4 Open House at the Union MAT 8:00 am – 12:30 pm
5 Annual Alumni Awards Dinner	6 Begin running EGCS rolls – F'09 Send Commencement history to Christian Flathman <i>EGCS Early Reg Su/F'09</i> Enroll rpt. SU/F'09 55	7 Enroll rpt. SU/F'09 56	8 Faculty Senate Agenda items due Commencement Info (Acknowledgment, Program, Emeritus, and Award of Excellence) from Wayne Ed.D. & MFA names, titles, etc. to Caroline by 12 noon Enroll rpt. SU/F'09 57	9 Finaid Disb GC Mtg 9-11 am Enroll rpt. SU/F'09 58	10 <i>Good Friday</i> Final Catalog proof to Caroline from contacts by 12 noon Email notice to grad degree seeking stds regarding Summer grad app deadline Enroll rpt. SU/F'09 59	11
12 EASTER	13 <i>EGCS Early Reg Su/F'09</i> Enroll rpt. SU/F'09 60	14 April UGC Agenda items on web Enroll rpt. SU/F'09 61	15 Velma cuts off keying names by 5 pm Ed.D. & MFA names, titles, etc. to Caroline by 12 noon TAP application deadline for Su'09 Enroll rpt. SU/F'09 62	16 Finaid Disb Velma runs names for Commencement program Graduate names to Caroline by 5 pm Enroll rpt. SU/F'09 63	17 Caroline rolls names into Commencement program Catalog proof to Wayne (for Admin Staff) Enroll rpt. SU/F'09 64	18
19	20 Velma, Mike & Wayne proof Commencement program <i>Admin Staff Proofs Catalog</i> <i>EGCS Early Reg Su/F'09</i> Enroll rpt. SU/F'09 65	21 Velma, Mike & Wayne proof Commencement program UGC Mtg 3-5 pm <i>Admin Staff Proofs Catalog</i> Enroll rpt. SU/F'09 66	22 Commencement program changes to Caroline by 9 am Commencement program in mail to printer by 5 pm Type UGC minutes <i>Admin Staff Proofs Catalog</i> Enroll rpt. SU/F'09 67	23 Finaid Disb Sp Prob Crse Titles due to Reg <i>Admin Staff Proofs Catalog</i> Enroll rpt. SU/F'09 68	24 Check CPC grade mode 5 pm - Banner & Friends down <i>Admin Staff Proofs Catalog</i> Enroll rpt. SU/F'09 69	25 Banner & Friends down
26 Banner & Friends down	27 GOML G01 / G03 withdrawal period ends GOML G01 / G02 / G03 Grade Submission opens Turn off Web Indicator for U grades in SHAGRDE (Tif) <i>Admin Staff Proofs Catalog</i> Enroll rpt. SU/F'09 70	28 GOML G01 Finals GOML G03 Last class day Send final exams/college transcript email to Accels <i>Admin Staff Proofs Catalog</i> Enroll rpt. SU/F'09 71	29 Faculty Senate Mtg Run SFRSLST Submit request to remove Spring 2009 from VCWD & student print page GOML G01 / G03 term ends GOML G01 / G03 Finals UPGR copy <i>Admin Staff Proofs Catalog</i> Enroll rpt. SU/F'09 72	30 Finaid Disb Send March UGC Agenda to Provost for signatures Print Regents Post Cards for SU'09 – (Get #s from Jean) <i>Admin Staff Proofs Catalog</i> Enroll rpt. SU/F'09 73		

MAY 2009
BANNER CALENDAR – SPRING/SUMMER 2009
 As of March 23, 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 Caroline makes all final changes to catalog GOML G01 / G02 / G03 grade submission closes <i>Admin Staff Proofs Catalog</i> Enroll rpt. SU/F'09 74	2 MAT 8:00 am – 12:30 pm GOML G01 grades due to campus
3	4 Last day of classes Caroline works on Commencement hosts Clearinghouse – Sub of Term Remove VCWD online for Sp'09 @ 5 pm Change SSASECT titles back <i>EGCS Classes End – Sp09</i> Run canc class list Enroll rpt. SU/F'09 75	5 CINCO DE MAYO! Caroline works on Commencement hosts <div style="border: 1px solid black; padding: 5px; text-align: center;">FINAL EXAMS (EGCS) May 5 - May 8</div> Run canc class list Enroll rpt. SU/F'09	6 Caroline works on Commencement hosts May UGC Agenda items due by 12 noon Run canc class list Enroll rpt. SU/F'09	7 Submit request to IT services to turn off Student/Faculty WINGS for GP Earliest Starting Date (ADM) Caroline works on Commencement hosts Commencement programs delivered by 3 pm Run canc class list Enroll rpt. SU/F'09	8 Make sure Faculty/Student WINGS is turned off Monday the 11 th MP end Final date for stds to apply for Su'09 graduation Commencement host Mtgs – 10:30 am & 4:15 pm Run canc class list Enroll rpt. SU/F'09	9 GRADUATION 12 noon - RH close
10 <i>Mother's Day</i> 8 am – grades viewable to stds on WINGS Check flags for final reg – SU'09 Turn on Acad Stand flags on for final reg – SU'09 12 noon – RH close for graduating stds Housing Start Date	11 6 am – Banner backup Stop Cron jobs for DP PROD down for 2 hrs 8 am – Grade Processing Records – Update the override academic standing for E1 stds for Fall 2009 All of catalog proof returned to Caroline by 12 noon Run canc class list Enroll rpt. SU/F'09	12 Run SFRSLST – SU'09 Email CPC, Engl, Math, AI, Inc stds Check STS classes for "C" status code HOPE and SAP processing <i>Caroline makes all final changes to catalog</i> Run canc class list Enroll rpt. SU/F'09	13 8:30 am – TAP registration for Su'09 begins 12 mid – Web closes for UGs, Transients & TAP Mail Accel numeric grades to high schools End of Term ADM II Census Date Su'09 – Bookstore extract added to nightly cron <i>Caroline makes all final changes to catalog</i> Run canc class list Enroll rpt. SU/F'09	14 2 pm - Acad Stand Comm Mtg 12 mid – Web closes for UGs and Trans for F'09 Email Lavada Att Verif & Midterm Grades (WB) Su'09 – Begin Finaid credit at Bookstore <i>Caroline makes all final changes to catalog</i> Run canc class list Enroll rpt. SU/F'09	15 Run SFRSLST 12 noon – RH check in SFRRGAM <i>*(Tifani) For Su' 2010 - Check WW Web Indicator off in STVRSTS*</i> <i>Caroline makes all final changes to catalog</i> Run canc class list Enroll rpt. SU/F'09	16 <div style="border: 1px solid black; padding: 5px; text-align: center;">SOAR M</div> 12 noon – Web opens for new stds – Su'09
17 3 am – Web opens for UGs, Trans & TAP for Su'09	18 Drop/Add 3 am – Web opens for UGs & Trans for F'09 10 am – Acad Stand Comm Mtg Classes begin (LT, Term A & CPH) Fee payment deadline – SU'09 Check CPC, Engl, Math, AI WB-Turn on web indicator for U grades in SHAGRDE <i>Ann proofs final catalog changes/Caroline makes all final changes to Catalog</i> Run canc class list Enroll rpt. SU/F'09 LT 1 Term A 1 COPH M/W 1	19 Drop/Add GOML admission application deadline <div style="border: 1px solid black; padding: 5px; text-align: center;">Attendance Verification must be submitted – May 18-20, 2009 for LT, Term A, COBA/COPH</div> <i>Ann proofs final catalog changes/Caroline makes all final changes to Catalog</i> Run canc class list Enroll rpt. SU/F'09 LT 2 Term A 2 COPH T/R 1	20 Drop/Add 12 mid – Web closes for ALL students May UGC Agenda items on web <i>Ann proofs final catalog changes/Caroline makes all final changes to Catalog</i> Run canc class list Enroll rpt. SU/F'09 LT 3 Term A 3 COPH M/W 2	21 8 am – YSPRSTS Check SSBSECT for credit hrs null Check CPC, Engl, & Math stds Clean up class titles Turn off SFAREGS access to faculty, advisors & depts. 5 pm – AI non-compliance cancellation SAEM request - Move Summer 2009 from VC to WD on student print page & remove Su'09 from Returning Term Email Lavada D-D-DC (WB) Email all balances due 6/1 <i>Ann proofs final catalog changes/Caroline makes all final changes to Catalog</i> Run canc class list Enroll rpt. SU/F'09 LT 4 Term A 4 COPH T/R 2	22 End of Term ADM II Due Date Run SFASLST Turn on EA grades Send email to all NA stds asking them to get their attendance verified Delete Term A, LT & CPH WLS Email all balances due 6/1 <i>Ann proofs final catalog changes/Caroline makes all final changes to Catalog</i> Run canc class list Enroll rpt. SU/F'09 LT 5 Term A 5	23
24	25 MEMORIAL DAY NO CLASSES ADMINISTRATIVE OFFICES CLOSED	26 Classes begin - COE (Drop/Add) Instructors to begin Att Verif for DCFD – COE Run YSPCNTY Clearinghouse – Summer (First) GOML term begins Last load to Bookstore of Finaid avail to charge <i>Caroline makes all final changes to catalog</i> Run canc class list Enroll rpt. SU/F'09 LT 6 Term A 6 COPH T/R 3 COE T/Th 1	27 Drop/Add (COE) Send WMBA rolls to Joe Bocchi – SU'09 Sp'10 & Su'10 SOC completed by depts. UGC Mtg 3-5 pm Close of Business – Last credit at Bookstore <i>Caroline makes all final changes to catalog</i> Run canc class list Enroll rpt. SU/F'09 LT 7 Term A 7 COPH M/W 2 COE M/W 1	28 12 mid – Web closes for UGs and Transients – F'09 8 am – load Bookstore charges 11 am – Finaid disb – Su'09 Midterm grades for Term A due by 12 noon Sp'10 & Su'10 SOC to Deans for approval Type UGC minutes Run WL report <i>Caroline publishes catalog & sends to web & printing svcs.</i> Run canc class list Enroll rpt. SU/F'09 LT 8 Term A 8 COPH T/R 4 COE T/Th 2	29 Run SFRSLST Sp'10 & Su'10 SOC approved by Deans Degree Verify 5 pm - Banner & Friends down GOML reg / drop & add ends Run NA list and make any necessary adjustments Catalog available online Run canc class list Enroll rpt. SU/F'09 LT 9 Term A 9	30 Banner & Friends down GOML withdrawal period begins
31 Banner & Friends down						