

JANUARY 2010

BANNER CALENDAR – SPRING 2010

As of November 13, 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> |
|---|--|---|--|--|---|---|
| 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 |
| 3 Accel 101 HS counselor workshop ? | 4 Set up SFARSTS & SFAESTS for F'10 Earliest Starting Date (ADM) New Postcards & Emails Enroll rpt – SP'/SU'10 | 5 <i>Check STS classes for "C" status code</i> 2 pm – Acad Stand Comm Mtg Degree Verify Enroll rpt – SP'/SU'10 | 6 12 mid - Web closes for UGs, Transients & TAP <i>Final Former Std Reg - EGCS</i> 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 <i>Final Former Std Reg - EGCS</i> Enroll rpt – SP'/SU'10 | 8 <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">SOAR-Sp'10</div> 12 noon – Web opens for new stds <i>Late Reg Fee begins - EGCS</i> Enroll rpt – SP'/SU'10 | 9 3 am – Web opens for UGs, Transients & TAP Nursing Registration (Marcella, Teresa & Tif) |
| 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 <i>Classes begin/Sch Adj - EGCS</i> Enroll rpt – SP'/SU'10 1 | 12 Drop/Add Check CPC, Engl, Math & AI January UGC Agenda Items on Web <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;"> Jan 11-14 - Att Verif must be completed on the first class mtg day </div> | 13 Drop/Add <i>Schedule Adj - EGCS</i> Enroll rpt – SP'/SU'10 3 | 14 Drop/Add 12 mid – Web closes for all stds January GC Agenda Items on Web In hall change 7-9 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 std 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 MARTIN LUTHER KING, JR. HOLIDAY NO CLASSES ADMINISTRATIVE 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 Building change 7-9 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 8 am – Banner & Friends down all day |
| 24 | 25 Final fee payment deadline for SOAR registration/drop/add period 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'10 - Send addt'l Deans/President Listings F'10 - 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 Reg assigns ALL rooms for F'10 classes EGCS F'10 due to Reg Enroll rpt – SP'/SU'10 14 | 30/31 Cont. Ed. – Southern Conference on Children |

FEBRUARY 2010

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|---|---|--|---|---|---|-------------------------------------|
| | 1 Accel reminder emails & advisement Enroll rpt – SP/SU'10 15 | 2 HAPPY GROUNDHOG DAY! 5 pm – Cancel Finaid Cks in PO Box – 2 nd ck run Degree Verify Caroline prints 2 nd batch of fall diplomas Feb UGC Agenda Items on Web Enroll rpt – SP/SU'10 16 | 3 GOML Short Session I/Last day to W/D W/O Academic Penalty Enroll rpt – SP/SU'10 17 | 4 Finaid Disb Feb GC Agendas Items on Web Clearinghouse – First of Term Enroll rpt – SP/SU'10 18 | 5 Enroll rpt – SP/SU'10 19 | 6 <i>Open House (RAC)</i> |
| 7 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">F'10 Accel advise Feb. 8-12</div> | 8 Enroll rpt – SP/SU'10 20 | 9 UGC Mtg 3:30 – 5 pm Enroll rpt – SP/SU'10 21 | 10 Enroll rpt – SP/SU'10 22 | 11 Finaid Disb GC Mtg 9-11 am Enroll rpt – SP/SU'10 23 | 12 SFAREGS on for SDRC @ 8 am Caroline prints diploma inserts Last day for students to pay Business Office for canceled classes w/out petitioning Enroll rpt – SP/SU'10 24 | 13 |
| 14 VALENTINE'S DAY | 15 Commencement brochure updates by Caroline by 8 am Send emails to instructors informing them of canceled stds Begin petitions to register & pay fees late Faculty Senate Mtg MAT Enroll rpt – SP/SU'10 25 | 16 Submit request – add Summer/Fall 2010 to VCWD Add Fall 2010 to SAEM VC student print page Enroll rpt – SP/SU'10 26 | 17 CPC emails to stds for SU/F'10 reg Enroll rpt – SP/SU'10 27 | 18 Finaid Disb TSAEXPP Enroll rpt – SP/SU'10 28 | 19 5 pm – Banner & Friends down Enroll rpt – SP/SU'10 29 | 20 Banner & Friends down |
| 21 Banner & Friends down | 22 Mid-Term ADM Census I Date Commencement Brochure in mail to printer by 5 pm En. Rpt. SP/SU/F'10 30 | 23 Commencement Brochure on Web En. Rpt. SP/SU/F'10 31 | 24 F'10 R25 Run Meets Together En. Rpt. SP/SU/F'10 32 | 25 Finaid Disb Sp Prob Crse Titles to instructors GOML Short Session I/Last Day of Classes En. Rpt. SP/SU/F'10 33 | 26 MIDTERM GRADES DUE GOML Short Session I Final Exams En. Rpt. SP/SU/F'10 34 | 27 <i>Scholars Day</i> |
| 28 | SDRC Early Registration (in Banner) – February 22-26, 2010 | | | | | |
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APRIL 2010
BANNER CALENDAR – SPRING 2010
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|------------------------------------|--|---|---|--|---|---|
| | | | | 1 APRIL FOOL'S DAY Finaid Disb April GC Agenda Items on Web GOML Su/F'10 reg begins Enroll rpt. SU/F'10 53 | 2 <i>Good Friday</i> Enroll rpt. SU/F'10 54 | 3 |
| 4 EASTER | 5 Begin running EGCS rolls – F'10 Honor's Day program delivered to Reg Enroll rpt. SU/F'10 55 | 6 April UGC Agenda Items on Web Enroll rpt. SU/F'10 56 | 7 <i>Honor's Day</i> Commencemet Info from Wayne Enroll rpt. SU/F'10 57 | 8 Finaid Disb 3 pm – Acad Stand Comm mtg GC Mtg 9-11 am Enroll rpt. SU/F'10 58 | 9 <i>Family Weekend</i> Enroll rpt. SU/F'10 59 | 10 <i>Family Weekend</i> MAT |
| 11 | 12 Enroll rpt. SU/F'10 60 | 13 UGC Mtg 3:30 – 5 pm Enroll rpt. SU/F'10 61 | 14 Velma cuts off keying names by 5 pm Ed.D. & MFA names, etc. to Caroline by noon Faculty Senate Mtg Enroll rpt. SU/F'10 62 | 15 Finaid Disb Velma runs names for Commencment program Graduate names to Caroline by 5 pm TAP application deadline for Su'10 Enroll rpt. SU/F'10 63 | 16 Caroline rolls names into Commencment program Enroll rpt. SU/F'10 64 | 17 COMPASS |
| 18 COMPASS | 19 Velma, Mike & Wayne proof Commencment program Enroll rpt. SU/F'10 65 | 20 Velma, Mike & Wayne proof Commencment program Enroll rpt. SU/F'10 66 | 21 Commencment Program changes to Caroline by 9 am Commencment program in mail to printer by 5 pm Enroll rpt. SU/F'10 67 | 22 Finaid Disb Sp Prob Crse Titles due to Reg Enroll rpt. SU/F'10 68 | 23 5 pm – Banner & Friends down Check CPC grade mode <i>Su/F'10 Early Reg ends - EGCS</i> Enroll rpt. SU/F'10 69 | 24 Banner & Friends down |
| 25 Banner & Friends down | 26 Caroline publishes catalog Print Regents post cards for Su'10 (Get #s from Jean) Enroll rpt. SU/F'10 70 | 27 Caroline publishes catalog Send final exams/college transcript email to Accels GOML Full Session/Short Session II /Last day of classes Enroll rpt. SU/F'10 71 | 28 Caroline publishes catalog GOML Full Session Final Exams Run SFRSLST Submit request to remove Spring 2010 from VCWD & student print page Enroll rpt. SU/F'10 72 | 29 Finaid Disb Grade roll memo to Lavada Accel memo to instructors GOML Full Session/Short Session II Final Exams Enroll rpt. SU/F'10 73 | 30 Catalog available online GOML Full Session Final Exams Enroll rpt. SU/F'10 74 | |
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MAY 2010
BANNER CALENDAR – SPRING/SUMMER 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> |
|--|--|---|--|---|--|--|
| | | | | | | 1 MAT COMPASS |
| 2 COMPASS | 3 Last day of classes Finaid Disb Remove VCWD online for Sp'10 @ 5 pm Change SSASECT titles back COMPASS Clearinghouse – Sub of Term <i>Classes end - EGCS</i> Enroll rpt. SU/F'10 75 | 4 Enroll rpt. SU/F'10 | 5 <i>CINCO DE MAYO!</i> Enroll rpt. SU/F'10 | 6 Submit request to IT services to turn off Student/Faculty WINGS for GP Commencement programs delivered by 3 pm Earliest Starting Date Enroll rpt. SU/F'10 | 7 Make sure Faculty/Student WINGS is turned off Monday the 10 th Final date to UG/Grads to apply for Su'10 grad GOML Full Session/Short Session II Grade Due Enroll rpt. SU/F'10 | 8 GRADUATION 12 noon – RH close for stds |
| Final Exams – May 4-7 (EGCS) | | | | | | |
| 9 <i>Mother's Day</i> 8 am – grades viewable to stds on WINGS Check flags for final reg – SU'10 Turn on Acad Stand flags on for final reg – SU'10 12 noon – RH close for commencement stds | 10 6 am – Banner backup Stop Cron jobs for DP 8 am – Grade Processing Records – Update the override academic standing for E1 stds for Fall 2010 Enroll rpt. SU/F'10 | 11 Run SFRSLST – SU'10 Email CPC, Engl, Math, AI, Inc stds Check STS classes for "C" status code Ann runs President's & Dean's List for Sp'10 Summer Bookstore extract added to nightly cron COMPASS SAP & HOPE processed Enroll rpt. SU/F'10 | 12 Mail Accel numeric grades to high schools 8:30 am – Web opens for TAP (Su'10) End of Term ADM II Census Date 12 mid – Web closes for UGs, Trans & TAP (Su'/F'10) Caroline prints President's List Certificates for Sp'10 COMPASS Begin Summer finaid bookstore credit Enroll rpt. SU/F'10 | 13 Email Lavada Att Verif & Midterm Grades (WB) 2 pm – Acad Stand Comm Mtg Cancellation after GP (W&V) COMPASS Enroll rpt. SU/F'10 | 14 Run SFRSLST SFRRGAM 12 noon – RH check- in (Tif) - Send PROD Support request to run script y_upd_sfrstrcr.sql <i>*(Tifani) For Su' 2010 - Check WW Web Indicator off in STVRSTS*</i> COMPASS Enroll rpt. SU/F'10 | 15 <div style="border: 1px solid black; padding: 2px; display: inline-block;">SOAR M</div> 12 noon – Web opens for new stds – Su'10 COMPASS |
| 16 3 am – Web opens for UGs, Trans & TAP for Su'/F'10 COMPASS | 17 Drop/Add Classes begin (LT, Term A & CPH) 10 am – Acad Stand Comm Mtg Fee payment deadline – SU'10 Check CPC, Engl, Math, AI COMPASS Enroll rpt. SU/F'10 LT 1 Term A 1 COPH M/W 1 | 18 Drop/Add COMPASS Att Verif must be submitted – May 17-19 for LT, A, CPH | 19 Drop/Add 12 mid – Web closes for ALL students – Turn on EA grades Enroll rpt. SU/F'10 LT 3 Term A 3 COPH M/W 2 | 20 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 2010 from VC to WD on student print page & remove Su'10 from Returning Term Email Lavada D-D-DC (WB) Enroll rpt. SU/F'10 LT 4 Term A 4 COPH T/R 2 | 21 Run WL report Run SFASLST Send email to all NA stds asking them to get their attendance verified Delete Term A, LT & CPH WLS End of Term ADM II Due Date Email all balances due final FPD 5 pm - Banner & Friends down Enroll rpt. SU/F'10 LT 5 Term A 5 | 22 Banner & Friends down |
| 23 Banner & Friends down | 24 Check and make sure GSU & EGCS seat numbers match GOML Summer Session Classes begin Enroll rpt. SU/F'10 LT 6 Term A 6 COPH M/W 3 | 25 Run YSPCNTY Last load to Bookstore of Finaid available Enroll rpt. SU/F'10 LT 7 Term A 7 COPH T/R 3 | 26 Send WMBA rolls to Joe Bocchi – SU'10 Close of Business – last credit at bookstore First of Term Summer Enroll rpt. SU/F'10 LT 8 Term A 8 COPH M/W 4 | 27 12 mid – Web closes for UGs, Transients for F'10 8 am – load bookstore charges 11 am Finaid Disb & Finaid ck run Run WL report Enroll rpt. SU/F'10 LT 9 Term A 9 COPH T/R 4 | 28 Run SFRSLST Term A Midterm grades due Run NA list and make any necessary adjustments GOML Summer Session reg & Drop/Add ends Enroll rpt. SU/F'10 LT 10 Term A 10 | 29 Midterm grades for Term A due by 12 noon ?? |
| 30 | 31 MEMORIAL DAY NO CLASSES ADMINISTRATIVE OFFICES CLOSED | | | | | |