

MAY 2009 – Banner Calendar for Spring/Summer 2009
 As of July 17, 2009 <http://students.georgiasouthern.edu/registrar/regadmin>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
AI=Acad Intervention AW=Adm Withdrawal RR=Regents' Repl F=Fall SP=Spring SU=Summer GP=Grade Processing Grad=Graduates MP=Meal Plans RH=Residence Halls	LT=Long Term PS=Postal Services FA=Fin Aid UG=Undergrads TAP=Tuition Assistance Reg=Registrar's Office reg=registration EGCS=EGC-Statesboro BO=Business Office RU=Russell Union				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 Change SSASECT titles back PO Box Assignment <i>EGCS Classes End – Sp'09</i> 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> Enroll rpt. SU/F'09	6 Caroline works on Commencement hosts May UGC Agenda items due by 12 noon 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 Enroll rpt. SU/F'09	8 Make sure Faculty/Student WINGS is turned off Monday the 11th Final date for stds to apply for Su'09 graduation MP end Commencement host Mtgs – 10:30 am & 4:15 pm 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 <i>All of catalog proof returned to Caroline by 12 noon</i> Enroll rpt. SU/F'09	12 Run SFRSLST – SU'09 Email Inc, CPC, Engl, Math, AI stds Check STS classes for "C" status code HOPE and SAP processing <i>Caroline makes all final changes to catalog</i> Enroll rpt. SU/F'09	13 8:30 am – TAP registration for Su'09 begins 12 mid – Web closes for UGs, Transients & TAP (Su'09) 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> Enroll rpt. SU/F'09	14 2 pm - Acad Stand Comm Mtg 12 mid – Web closes for UGs & Trans for F'09 Email Lavada Att Verif & Midterm Grades (WB) Su'09 – Begin Fin Aid credit at Bookstore <i>Caroline makes all final changes to catalog</i> Enroll rpt. SU/F'09	15 Run SFRSLST/SFRRGAM 12 noon – RH check in MP begins TOEFL exam <i>*(Tifani) For Su' 2010 - Check WW Web Indicator off in STVRSTS*</i> <i>Caroline makes all final changes to catalog</i> Enroll rpt. SU/F'09	16 <div style="border: 1px solid black; padding: 5px; text-align: center;"> SOAR M </div> opens for new students – 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 Run RANs <i>Ann proofs final catalog change/ Caroline makes all final changes to Catalog</i> Enroll rpt. SU/F'09 LT 1 Term A 1 CPH M/W 1	19 Drop/Add GOML admission application deadline <div style="border: 1px solid black; padding: 5px; text-align: center;"> Att Verif must be submitted – May 18-20, 2009 for LT, Term A, COBA/CPH </div> <i>Ann proofs final catalog change/ Caroline makes all final changes to Catalog</i> Enroll rpt. SU/F'09 LT 2 Term A 2 CPH T/R 1	20 Drop/Add 12 mid – Web closes for ALL students Certification exam – Castle Worldwide May UGC Agenda items on web <i>Ann proofs final catalog change/ Caroline makes all final changes to Catalog</i> Enroll rpt. SU/F'09 LT 3 Term A 3 CPH 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 <i>Caroline makes all final changes to Catalog</i> SAEM request - Move Summer 2009 from VC to WD on student print page & remove Su'09 from Returning Term Email to Lavada D-D-DC (WB) Email all balances due 6/1 <i>Ann proofs final catalog change/ Caroline makes all final changes to Catalog</i> Enroll rpt. SU/F'09 LT 4 Term A 4 CPH T/R 2	22 End of Term ADM II Due Date Run SFRSLST Email all balances due 6/1 Turn on EA grades Send email to all NA stds asking them to get their attendance verified Delete Term A, LT and CPH WLS <i>Ann proofs final catalog change/ Caroline makes all final changes to Catalog</i> 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) GOML term begins Instructors to begin Att Verif-COE Run YSPCNTY Clearinghouse – Summer (First) Last load to Bookstore of Finaid avail to charge <i>Caroline makes all final changes to catalog</i> Enroll rpt. SU/F'09 LT 6 Term A 6 CPH T/R 3 COE T/Th 1	27 Drop/Add (COE) 12 mid – Web closes for UGs and Transients for F'09 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> Enroll rpt. SU/F'09 LT 7 Term A 7 CPH M/W 3 COE M/W 1	28 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 Caroline publishes Catalog & sends to web & printing svcs. Type UGC minutes Enroll rpt. SU/F'09 LT 8 Term A 8 CPH T/R 4 COE T/Th 2	29 Run SFRSLST Sp'10 & Su'10 SOC approved by Deans Catalog available online Degree Verify 5 pm - Banner & Friends down GOML reg / drop & add ends Run NA list and make any necessary adjustments Run WL report Enroll rpt. SU/F'09 LT 9 Term A 9	30/31 Banner & Friends down May 30 th - GOML withdrawal period begins

JUNE 2009
BANNER CALENDAR –SUMMER 2009
 As of July 17, 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>
	<p>1</p> <p align="center">SOAR A</p> <p>Fee payment deadline for final SOAR and Drop/Add Reg assigns ALL rooms for Sp/Su '10 Remove "Under Construction" from web EGCS Sp/Su '10 due to Reg Su'09 – Final fee pmt deadline Enroll rpt SU/F'09 LT 10 Term A 10 COPH M/W 4 COE M/W 2</p>	<p>2</p> <p>9 am – Su'09 Finaid cks in PO Box – 1st ck run</p> <p>Enroll rpt SU/F'09 LT 11 Term A 11 COPH T/R 5 COE T/R 3</p>	<p>3</p> <p>UPGR copy</p> <p>8 am – Su'09 Audit Cancel</p> <p>Enroll rpt SU/F'09 LT 12 Term A 12 COPH M/W 5 COE M/W 3</p>	<p>4</p> <p align="center">SOAR B</p> <p>Last day to w/d w/o penalty – Term A</p> <p>Midterm grades due – LT Finaid Disb – Su'09 Enroll rpt SU/F'09 LT 13 Term A 13 COPH T/R 6 COE T/R 4</p>	<p>5</p> <p>Check CPC gmod</p> <p>Spec Prob Crse Titles to depts.</p> <p>Send emails to stds for ethnic code Enroll rpt SU/F'09 LT 14 Term A 14</p>	<p>6</p> <p>Certification exam Castle Worldwide 8 am – 1 pm <i>Internet required</i></p>
7	<p>8</p> <p align="center">SOAR C (Full time Accel SOAR)</p> <p>5 pm – Su'09 Cancel</p> <p>Enroll rpt SU/F'09 LT 15 Term A 15 COPH M/W 6 COE M/W 4</p>	<p>9</p> <p>8 am – Email all bals due 6/29 9 am – Su'09 Finaid Cks in PO Box – 2nd ck run GOML Att Verif Faculty Senate Agenda Items due Enroll rpt SU/F'09 LT 16 Term A 16 COPH T/R 7 COE T/R 5</p>	<p>10</p> <p align="center">SOAR Q Learning Support</p> <p>Spring 200801 – I's to F's (Records)</p> <p>Enroll rpt SU/F'09 LT 17 Term A 17 COPH M/W 7 COE M/W 5</p>	<p>11</p> <p>Finaid Disb – Su'09</p> <p>Send grades memo to Term A instructors Enroll rpt SU/F'09 LT 18 Term A 18 COPH T/R 8 COE T/R 6</p>	<p>12</p> <p align="center">SOAR D</p> <p>Classes begin – LS</p> <p>Run SFRSLST</p> <p>Last day to w/d w/o penalty – COPH Enroll rpt SU/F'09 LT 19 Term A 19</p>	<p>13</p> <p>MAT 8:00 am – 12:30 pm <i>(Internet required)</i></p>
<p>14</p> <p align="center">Boys & Girls STATE June 14-19</p>	<p>15</p> <p>Turn off Web Indicator for U grades in SHAGRDE</p> <p>Enroll rpt SU/F'09 LT 20 Term A 20 COPH M/W 8 COE M/W 6</p>	<p>16</p> <p>Run SFRRGAM</p> <p>Enroll rpt SU/F'09 LT 21 Term A 21 COPH T/R 9 COE T/R 7</p>	<p>17</p> <p>Last day to w/d w/o penalty – COE</p> <p>Classes end – Term A Enroll rpt SU/F'09 LT 22 Term A 22 COPH M/W 9 COE M/W 7</p>	<p>18</p> <p>Last day to w/d w/o penalty – LT Finaid Disb – Su'09 Final exams – Term A (Day & Evening) 9 am – 5 pm EIP Check-in @ RAC Enroll rpt SU/F'09 LT 23 COPH T/R 10 COE T/R 8</p>	<p>19</p> <p align="center">SOAR L - EIP</p> <p>12 noon – RH close for Term A stds 2 pm – Acad Stand Comm Mtg Send grades memo to COPH instructors Send emails to instructors informing them of canceled stds Enroll rpt SU/F'09 LT 24</p>	<p>20</p> <p>8 am – Grades viewable in Std Wings for Term A</p>
<p>21</p> <p><i>Father's Day</i></p> <p>12 noon – RH check-in for Term B stds</p>	<p>22</p> <p>Drop/Add – (Term B/EIP) Classes begin – Term B & EIP Term B only – Fee pmt deadline Instructors to begin Att Verif for Term B/EIP Enroll rpt SU/F'09 LT 25 Term B/EIP 1 COPH M/W 10 COE M/W 8</p>	<p>23</p> <p>Drop/Add – (Term B/EIP) GOML Midterm / last day to w/d w/o penalty Faculty Senate Mtg</p> <p>Enroll rpt SU/F'09 LT 26 Term B/EIP 2 COPH T/R 11 COE T/R 9</p>	<p>24</p> <p>Send additional Dean's/President's Listings (Sp'09) & Caroline prints additional President's List Certificates Sp'10 R25 Run Meets Together GOML WF withdrawals begin Email Bal due 7/6 Enroll rpt SU/F'09 LT 27 Term B/EIP 3 COPH M/W 11 COE M/W 9</p>	<p>25</p> <p align="center">SOAR W</p> <p>Last day of classes – COPH Tu/Th Turn on Web Indicator for U grades in SHAGRDE Enroll rpt SU/F'09 LT 28 Term B/EIP 4 COPH T/R 12 COE T/R 10</p>	<p>26</p> <p>Delete WLs for all terms</p> <p>Send email to all NA stds asking them to get their attendance verified 5 pm – Banner & Friends down Enroll rpt SU/F'09 LT 29 Term B/EIP 5</p>	<p>27</p> <p>Banner & Friends down</p>
<p>28</p> <p>Banner & Friends down</p>	<p>29</p> <p align="center">SOAR E</p> <p>Last day of classes – COPH M/W Enroll rpt SU/F'09 LT 30 Term B/EIP 6 COPH M/W 12 COE M/W 10</p>	<p>30 *See next block</p> <p>Close Fiscal year '09 5 pm – Grades turned off in Std Wings for Term A Final exams – COPH Tu/Th Degree Verify Finalize Sp'09 degrees Enroll rpt SU/F'09 LT 31 Term B/EIP 7 COPH M/W 10 COE T/R 11</p>	<p>*4:30 pm on June 30th*</p> <p><i>Registration must finish for FY'09 close (Call Daad when registration is over at SOAR)</i></p>			

JULY 2009
BANNER CALENDAR –SUMMER 2009
 As of July 17, 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 Midterm grades due – Term B/EIP Final exams – COPH M/W Send grades memo to COE instructors GOML Fall reg begins Su'10 R25 Run Meets Together Enroll rpt SU/F'09 LT 32 Term B/EIP 8	2 Last day of classes – COE Tu/Th Run NA list and make any necessary adjustments Mid-Term ADM Census I Date UPGR Copy (Tent.) Enroll rpt SU/F'09 LT 33 Term B/EIP 9 COE T/R 12	3 INDEPENDENCE DAY (Observed) ADMINISTRATIVE OFFICES CLOSED NO CLASSES	4 HAPPY INDEPENDENCE DAY! 8 am – Grades viewable in Std Wings for COPH
5	6 Su'10 R25 BATCH Load 5 pm – Grades turned off for COPH Fee payment deadline for Term B/EIP SOAR and Drop/Add period Last day of classes – COE M/W Spec Prob Crse Titles due to Reg EIP – Fee pmt deadline Enroll rpt SU/F'09 LT 34 Term B/EIP 10 COE M/W 13	7 SOAR F Final exams – COE Tu/Th TSAEXPP Admin WD list to Reg Enroll rpt SU/F'09 LT 35 Term B/EIP 11	8 Final exams – COE M/W Send grades memo to LT instructors <i>Regents' Exam</i> Enroll rpt SU/F'09 LT 36 Term B/EIP 12	9 SOAR G Last day to w/d w/o penalty – Term B/ EIP/LS Final exams – Long Term (Tu/Th evening classes) Mid-Term ADM I Due Date Finaid Disb – Su'09 <i>Regents' Exam</i> Enroll rpt SU/F'09 LT 37 Term B/EIP 13	10 Run SFRSLST <i>Regents' Exam</i> Enroll rpt SU/F'09 LT 38 Term B/EIP 14	11
12	13 SOAR H Add F'09 Fee Assess to nightly cron Final exams – LT (M/W Evening classes) Enroll rpt SU/F'09 LT 39 Term B/EIP 15	14 Last day of classes – LT Enroll rpt F'09 LT 40 Term B/EIP 16	15 Final exams – LT Send grades memo to Term B/EIP/LS (Janet) instructors Enroll rpt F'09 Term B/EIP17	16 Final exams – LT Check CPC gmod Run EGCS rolls – F'09 Finaid Disb – Su'09 Enroll rpt F'09 Term B/EIP 18	17 SOAR Z 12 noon – RH close for LT stds Enroll rpt F'09 Term B/EIP 19	18 3 am – Web opens for UGs and Transients for F'09
19	20 8 am – Grades viewable in Std Wings for LT & COE SFARSTS & SFAESTS for Sp/Su'10 Deadline to clear Admin WD – Su'09 Enroll rpt F'09 Term B/EIP 20	21 Submit request to remove Su'09 from VCWD and student print page Change SSASECT titles back Admin WD to Reg – Su'09 Enroll rpt F'09 Term B/EIP 21	22 Last day of classes – Term B/ EIP/LS 5 pm – Grades turned off in std Wings for LT & COE Uncheck WW Web Indicator off in STVRSTS for F'09 Enroll rpt F'09 Term B/EIP 22	23 Final exams – Term B (Day & Evening classes) Final date for stds to apply for F'09 graduation Clearinghouse – Summer (Sub) GOML withdrawal period ends / last day of class / grades submission opens Finaid Disb – Su'09 Enroll rpt F'09	24 12 noon – RH close for Term B & EIP stds GOML Finals Email hs counselors with Accel Prog App deadline F'09 New Postcards & Emails MP ends Enroll rpt F'09	25 GOML term ends / Finals TOEFL exam (tentative)
26 8 am – Grades viewable in Std Wings for all terms	27 6 am – Backup Stop Cron jobs for GP 8 am – GP Turn Acad Stand flags on for final reg (F'09) Enroll rpt F'09	28 Run SFRSLST – F'09 HOPE and SAP processing Enroll rpt F'09	29 SFRRGAM Email CPC, Engl, Math, AI, Inc stds Enroll rpt F'09	30 GOML grade submission closes Enroll rpt F'09	31 5 pm – Banner & Friends down Print Regents Post Cards for F'09 (Get #s from Jean) F'09 New Postcards & Emails Enroll rpt F'09	

AUGUST 2009
BANNER CALENDAR –SUMMER/FALL 2009

As of July 17, 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: 5px; 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 Fall Enroll rpt F'09	5 UPGR Copy (Tent.) Enroll rpt F'09	6 2 pm – Acad Stand Comm Mtg Enroll rpt F'09	7 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 University Fall Convocation 2 pm – Acad Stand Comm Mtg Enroll rpt F'09	13 8:30 am – Web opens for TAP for F'09 12 mid – Web closes for UGs, Trans and TAP for F'09 Email Lavada Att Verif & Midterm Grades (WB) <i>EGCS Final Former Sid 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: 5px; 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 End of Term ADM II Due Date Enroll rpt F'09 1	18 Drop/Add Attendance Verification submitted by professors - August 17 - 20 Enroll rpt F'09 2	19 Drop/Add Email Lavada D-D-DC (WB) Enroll rpt F'09 3	20 Drop/Add 12 mid – Web closes for all students for F'09 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 & 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 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 Fee pmt deadline for SOAR, final/late reg & Drop/Add Enroll rpt F'09 11					