**January**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules | Final Exam Submission Period (for upcoming spring) typically mid-Dec through 1st week of January. |  |
| Course Offerings / Classroom Schedules | Ad Astra Room Import to Office of the Registrar Website (for upcoming spring) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Deadline for Spring Course Offerings modifications to all general assignment classroom sections and for all Spring courses numbered up to 4999 regardless of meeting location (for upcoming spring) |  |
| Course Offerings / Classroom Schedules  Registration Admin. | Prerequisite Drop Date for Non-UI Course work (for upcoming spring) |  |
| Course Offerings / Classroom Schedules | Final Exam UniTime Course Import (for current spring semester) |  |
| Course Offerings / Classroom Schedules | Planner Closed to Editing (for following fall) 2nd week of Nov. to mid-Jan. |  |
| Course Offerings / Classroom Schedules  Departmental Admin.  Registration Admin. | Planner Open to Review Prior to Being Live in MyUI (for the following fall) typically mid Jan. to 1st week of Feb. |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Planner Open to Editing (for the following fall) |  |
| Departmental Admin. | Census Count Date (for current spring semester) |  |
| Departmental Admin. | Attendance Class Lists (for current spring semester) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**February**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules  Departmental Admin. | Final Exam Faculty Review Opportunity (for current spring semester) typically 1st week of February |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Final Exam Schedule Publication (for current spring semester) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Students with final exam conflicts may request a change during period (for current spring semester) mid-month – 2-week period |  |
| Departmental Admin. | Attendance Class Lists (for current spring semester) |  |
| Course Offerings / Classroom Schedules | GAC flag and off-cycle date reports (for the following spring) |  |
| Course Offerings / Classroom Schedules | Replication of session (for the following spring) |  |
| Course Offerings / Classroom Schedules | Planner Open to Review Prior to Being Live in MyUI (for the following fall) typically mid Jan. to 1st week of Feb. |  |
| Course Offerings / Classroom Schedules  Departmental Admin.  Registration Admin. | Courses are viewable on MyUI (for the following fall) |  |
| Course Offerings / Classroom Schedules  Departmental Admin.  Registration Admin. | Schedule Builder is open to start adding Course Options (for the following fall) |  |
| Course Offerings / Classroom Schedules | GAC flag/off-cycle date/AMPM/over/dble book reports (for the following fall) |  |
| Departmental Admin. | Midterm Class lists open (for current spring semester) |  |
| Departmental Admin. | Deadline to submit new Course Fees or to revise an existing course fee (for the following summer) |  |
| Departmental Admin. | Create Academic Session (for the following summer) |  |
| Departmental Admin.  Registration Admin. | Registration Setup (for the following summer) |  |
| Departmental Admin. | Create Academic Session (for the following fall) |  |
| Departmental Admin. | Deadline to submit new Course Fees or to revise an existing course fee (for the following fall) |  |
| MAUI Meeting | MyUI Course Browser Available (Schedule builder open and offerings submitted to Workflow) for upcoming summer and fall |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**March**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules  Registration Admin. | Early Registration (for the following summer) typically 1st week |  |
| Departmental Admin. | Midterm Class lists open (for current spring semester) |  |
| Departmental Admin. | Midterm Class lists due (for current spring semester) |  |
| Departmental Admin. | Final grade entry date for standard courses (for current spring semester) 1st two weeks |  |
| Departmental Admin. | Final grades must be in “Approved” status by this date (for current spring semester) typically 15th |  |
| Departmental Admin.  Registration Admin. | Registration Setup (for the following fall) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**April**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules  Departmental Admin. | Final Exam Submission Period (for the following summer) 2-week period |  |
| Course Offerings / Classroom Schedules  Registration Admin. | Early Registration (for the following fall) 2-week period |  |
| MAUI Meeting | Final Textbook Deadline -All textbook and resource orders should be finalized in MAUI by Early Registration, but in no event later than four weeks prior to the start of the semester in which the textbook is to be used by students. (for following summer) typically mid-April deadline |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**May**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules | Final Exam UniTime Course Import (for upcoming summer) |  |
| Course Offerings / Classroom Schedules | Final Exam UniTime Enrollment Import (for upcoming summer) |  |
| Course Offerings / Classroom Schedules  Registration Admin. | Prerequisite Drop Date for Non-UI Course Work (for upcoming summer) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Final Exam Schedule Publication (for upcoming summer) |  |
| Course Offerings / Classroom Schedules  Registration Admin. | Prerequisite Drop Date for UI Course Work (for upcoming summer) |  |
| Course Offerings / Classroom Schedules | Open first-year seminars (for the following fall) |  |
| Departmental Admin.  Grades and Attendance | Final grade entry date for standard courses (for current spring semester) |  |
| Departmental Admin.  Grades and Attendance | Final grades must be in “Approved” status by this date (for current spring semester) 15th |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**June**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules | GAC flag and off-cycle date reports (for current summer) |  |
| Course Offerings / Classroom Schedules | Replication of session (for current summer) |  |
| Course Offerings / Classroom Schedules | Ad Astra Room Import to Office of the Registrar Website (for current summer) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**July**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules  Departmental Admin. | Planner Closed to Editing July-September (for the following spring) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Continuing Education Review – 3 days (for the following spring) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Deadline to submit course approval forms for this session (for the following spring) |  |
| Course Offerings / Classroom Schedules | GAC flag and AM/PM Report (for the following spring) |  |
| Course Offerings / Classroom Schedules | Ad Astra Extract from MAUI (for the following spring) |  |
| MAUI Meeting | Final Textbook Deadline -All textbook and resource orders should be finalized in MAUI by Early Registration, but in no event later than four weeks prior to the start of the semester in which the textbook is to be used by students. (for following fall) typically mid-July deadline |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**August**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules  Departmental Admin. | Planner Closed to Editing July-September (for the following spring) |  |
| Course Offerings / Classroom Schedules | Planner Closed to Editing August – September (for the following summer) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Deadline to submit course approval forms for this session (for the following summer) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Continuing Education review (for the following summer) 3 days |  |
| Course Offerings / Classroom Schedules | GAC flag and AM/PM report (for the following summer) |  |
| Course Offerings / Classroom Schedules | Ad Astra Extract from MAUI (for the following summer) |  |
| Course Offerings / Classroom Schedules | GAC flag and off-cycle date reports (for following fall x1 yr.) |  |
| Course Offerings / Classroom Schedules | Remove reserved seats from prev fall semester (for following fall x1 yr.) |  |
| Course Offerings / Classroom Schedules | Replication of session (for following fall x1 yr.) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Deadline for Fall Course Offerings modifications to all University Classroom sections and for all courses numbered up to 4999 regardless of meeting location (for upcoming fall semester) |  |
| Course Offerings / Classroom Schedules | Ad Astra Room Import to Office of the Registrar Website (for upcoming fall semester) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Final Exam Submission Period (for upcoming fall semester) |  |
| Course Offerings / Classroom Schedules  Registration Admin. | Prerequisite Drop Date for UI Course Work (for upcoming fall semester) |  |
| Course Offerings / Classroom Schedules  Registration Admin. | Prerequisite Drop Date for Non-UI Coursework (for upcoming fall semester) |  |
| Course Offerings / Classroom Schedules | Final Exam UniTime Course Import (for current fall semester) |  |
| Departmental Admin. | Deadline to submit new Miscellaneous Fee requests or change an existing Miscellaneous Fee (for following summer) x1 yr. |  |
| Departmental Admin. | Final grades entry date for standard courses (for current summer) |  |
| Departmental Admin. | Final grades must be in “Approved status by this date (for current summer) typically last week |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**September**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules | Planner Closed to Editing July-September (for the following spring) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Planner Open to Editing (for the following Spring) |  |
| Course Offerings / Classroom Schedules  Departmental Admin.  Registration Admin. | Planner Open to Review Prior to Being Live in MyUI (for the following spring) typically last week of Sept. to first week of Oct. |  |
| Course Offerings / Classroom Schedules | Planner Closed to Editing August – September (for the following summer) |  |
| Course Offerings / Classroom Schedules  Departmental Admin.  Registration Admin. | Planner Open to Review Prior to Being Live in MyUI (for the following summer) typically last week of Sept. to first week of Oct. |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Planner Open to Editing (for the following summer) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Final Exam Faculty Review Opportunity (for current fall semester) 5 days |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Final Exam Schedule Publications (for current fall semester) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Students with final exam conflicts may request a change during this period (for current fall semester) 1 week |  |
| Departmental Admin. | Create Academic Session (for the following spring) |  |
| Departmental Admin. | Census Count Date (for current fall semester) |  |
| Departmental Admin. | Attendance Class Lists (for current fall semester) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**October**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules | Planner Open to Review Prior to Being Live in MyUI (for the following spring) typically last week of Sept. to first week of Oct. |  |
| Course Offerings / Classroom Schedules | Courses are viewable on MyUI (for the following spring) |  |
| Course Offerings / Classroom Schedules | GAC flag/off-cycle date/AMPM/over/dble book reports (for the following spring) |  |
| Course Offerings / Classroom Schedules  Departmental Admin.  Registration Admin. | Courses are viewable on MyUI (for the following summer) |  |
| Course Offerings / Classroom Schedules  Departmental Admin.  Registration Admin. | Schedule Builder is open to start adding Course Options (for the following summer) |  |
| Course Offerings / Classroom Schedules | GAC flag/off-cycle date/AMPM/over/dble book reports (for the following summer) |  |
| Departmental Admin. | Deadline to submit new Course Fees or to revise an existing course fee (for the following spring) |  |
| Departmental Admin.  Registration Admin. | Schedule Builder is open to start adding Course Options (for the following spring) |  |
| Departmental Admin.  Registration Admin. | Courses are viewable on MyUI (for the following spring) |  |
| Departmental Admin.  Registration Admin. | Registration Setup (for the following spring) |  |
| MAUI Meeting | MyUI Course Browser Available (Schedule builder open and offerings submitted to Workflow) for upcoming spring and summer |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**November**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules | Early Registration (for the following spring) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Continuing Education Review (for following fall) typically 2nd week |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Planner Closed to Editing (for following fall) 2nd week of Nov. to mid Jan. |  |
| Course Offerings / Classroom Schedules | GAC flag and AM/PM report (for the following fall) |  |
| Course Offerings / Classroom Schedules  Departmental Admin. | Deadline to submit course approval forms for this session (for the following fall) |  |
| Course Offerings / Classroom Schedules | Ad Astra Extract from MAUI (for the following fall) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**December**

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Item** | **Responsible Party** |
| Course Offerings / Classroom Schedules  Departmental Admin. | Final Exam Submission Period (for the following spring) typically mid-Dec through 1st week of January. |  |
| Course Offerings / Classroom Schedules  Registration Admin. | Prerequisite Drop Date for UI Course Work (for the following spring) |  |
| Course Offerings / Classroom Schedules | Planner Closed to Editing (for following fall) 2nd week of Nov. to mid Jan. |  |
| Departmental Admin.  Grades and Attendance | Final grade entry date for standard courses (for the current fall semester) |  |
| Departmental Admin.  Grades and Attendance | Final grades must be in “Approved” status by this date (for the current fall semester) typically last week |  |
| MAUI Meeting | Final Textbook Deadline -All textbook and resource orders should be finalized in MAUI by Early Registration, but in no event later than four weeks prior to the start of the semester in which the textbook is to be used by students. (for following summer) typically last week of December deadline |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |