

**ROG Calendar Spring 2010**  
[www.cofc.edu/~register/calendars/index.html](http://www.cofc.edu/~register/calendars/index.html)

**January 2010**

Fri	1	New Year's Day
Mon	4	College Designated Holiday (in lieu of Confederate Memorial Day)
Tues	5	Back to work 101 NSC Pre-registration Enrollment Submission Request drop/add caveat be added to NSC enrollment verifications <b>Email ALL students w/ Drop/Add/Withdrawal dates reminder</b> Set Faculty/Student Default Term Flag to 101 101 Roll Placement Credit CSR 0669A Prepare Non-Pre-clear notification for Spring 1 <sup>st</sup> Notice to Spring Non-Pre-clear, and then at least once a week after that.
Wed	6	Residence halls open at noon
Wed-Fri	6-8	Diploma Pick-up for FALL graduates 10:00-3:00
Thurs	7	101 Orientation for New Freshman and Transfer Students
Fri	8	101 Orientation for New Freshman and Transfer Students 101 Late registration for returning students 101 Cross-Registration 101 Registration for new students
Mon	11	<b>101 Spring full semester and Express I classes begin</b> 101 Remove Departmental Scheduling Access (CS Screens) and run Compliance Reports 101 First day of add/drop for full semester and Express I classes 101 Electronic Class Roll Verification for Faculty begins ( <b>DA</b> entry student never once attended) Send <b>Memo</b> to Fac&Staff w/dates Submit 097 Class Rank Request (RBA 255) Submit 097 Freshman Transcripts for Freshman from SC HS (CSR0319A)
Tues	12	101 Senior Citizen Registration <b>101 Send out FERPA email to students and faculty</b>
Fri	15	101 Last day of add/drop (Full term and Express I) 101 Full semester and Express I / Last day of 100% refund 101 Last day for students to submit an <b>Audit</b> or <b>Pass/Fail</b> request form 201110 Batch Download of courses to R25 201110 Request Special Topics Course Descriptions to be included on website Last day to apply for Pass/Fail grade option
Mon	18	Martin Luther King holiday observed - no classes Est. diploma mail date (if not picked up) 097 grads
Tues	19	NSCL submission (1 <sup>st</sup> of term file)
Wed	20	Mail Fall diplomas (possibly will be sooner)
Fri	22	101 Full semester and Express I / Last day of 90% refund

Fri 29 101 Special Enrollment Deadline Full Semester and Express I courses

**February 2010**

Mon 1 Graduation Application Deadline for 101  
101 Elec. Class Roll Verification Deadline (**DA**-never once attended)  
Must submit a paper Deletion from the Grade Roll after this date.  
101 Close Graduation Application on Web Calendar  
101 Last day to withdraw from Express I Classes with a grade of “W”  
Close Spring Graduation Application on Cougar Trail  
201110 Classroom Assignments complete; send email to department chairs and deans to have faculty review their assignments and send any requests for changes to Kristen by February 20<sup>th</sup>, 2010.  
201110 Deadline for Departments to submit Special Topics Course Descriptions to be included on website  
**NSCL submission**

Tues 2 Email departments for advising holds list for 201110 (deadline 2/18/10)  
201110 Create Final Exam Schedule

Fri 5 101 Full semester and Express I / Last day of 50% refund on withdrawals

Mon 8 201110 Post Special Topics Course Descriptions on RO website  
107 Set CAL screen to “Registration” Status and turn course schedule flag on W01, run SLD  
101 Set Faculty Term Available to Y, run SLD  
Run Transfer Credit report (UNDECOU) CAM8909  
Run CSR375R1 (enrolled students with ending matrices)

Mon 15 107 Run edit reports CSR020RO – CSR020RC  
**SEND EMAIL TO ALL ENROLLED STUDENTS CONCERNING THE W/D DEADLINE. INCLUDE INFO ABOUT REG. HOLDS**  
097 -60 day deadline for student submission of Inc coursework to Fac; change of grade form required to submit final grade by 2/23.

Tue 16

Fri 19 101 Individual Enrollment Deadline

Mon 22 101 Last day to **withdraw** from full semester classes with grade of “W”

Tues 23 101 Class Roll Verification opens for **WA** (withdrawal for excessive absences) via Cougar Trail (WA calculates as F)  
**WA notification** emailed to students weekly (see Grades P&P manual)  
201110 Place departmental advising holds  
097 Undergraduate Missing and Incompletes to F (**CSR6409A**)  
097 Last day to post degrees

Fri 26 101 MT and Exp I grading (set session flag to X, Faculty Term Available to G) – no SLD required, should be immediate since SLD was required to make term available on CT Faculty; check to make sure this is true

Sat 27 101 Last day of Express I classes

Sun 28 101 Express I Final Exams

**March 2010**

Mon 1 101 Express I Final Exams  
101 Mid Term and Express I Web Grading begins via Cougar Trail (code Y for students @ this time and run SLD, Exp I and Mid Term – students will be able to see grades as they are being posted)  
102-106 Maymester and Summer School Registration begins for CofC

		Students
Tues	2	101 Express I Final Exams
Wed	3	101 Express II classes begin
Fri	5	101 Express II last day of drop/add 101 Express II Last day for 100% refund 101 Full semester and Express I / Last day of 25% refund
Sun	7	Spring break begins Banner 201110 Student-Athlete Priority Registration
Mon	8	NSCL submission
Tues	9	101 Express II / Last day for 90% refund Send email to Faculty; no electronic roll functions for Exp II; paper form Banner 201110 Student-Athlete Priority Registration Run CSR8209A (Close matriculations for non-returning undergraduates) (NO SHOW REPORT)
Thurs	11	Banner 201110 SNAP/ HONS Reg begins (through Wednesday, March 24 <sup>th</sup> , 2010)
Fri	12	101 Mid Term Grades due at 12:00 noon; Send Missing grade rpt to Deans
Sat	13	Spring break ends
Mon	15	101 Exp I & MT Grades available via Cougar Trail @ 8 a.m. 102-106 Maymester and Summer School Registration begins for visiting students
Tues	16	101 Express II: Last day of 50% refund on withdrawals
Fri	19	101 Special Enrollment Deadline for Express II courses Diploma Order--Main Diploma Order to Paradigm Inc.
Mon	22	Scheduling Coordinator works with Disability Services to determine and analyze the needs of wheelchair/special needs students currently enrolled for fall term 201110 101-106 Run CSR9559A- Edit Report of Enrolled Students by Selected Term Whose Registered Hours are not equal to Financial Hours Banner 201110 Open Registration for Fall 2009 begins based on earned hours
Wed	24	CHE submission 101 Last day to withdraw from Express II classes with a grade of "W" 101 Express II last day for 25% refund

### April 2010

Thurs	1	NSCL submission
Mon	12	111-116 Email dept chairs the Course Roll Control Form 111-116 Roll everything to P (CSR0349A) Commencement File for Program to Marketing & Media (Mark Berry)
Mon	19	102-106 Run CSR9559A – Edit Report of Enrolled Students by Selected Term Whose Registered Hours are not equal to Financial Hours Scheduling Coordinator meets with Disability Services to re-evaluate, note schedule changes and new admits with special needs
Mon	26	101 Last day of classes 101 Last day of Express II Classes 111-116 Course Roll Control Form/Options due from departs (5:00 pm) Run SLD for 101 final grading; Send CSR9659A & CSR9609A to IT

Tues	27	(Set faculty flag to “G” and student flag to “N”) Reading day Open Summer Term Graduation Application on Cougar Trail 101 Faculty Web grading open (Final and Exp II) Check CT grade courses and send Fac & Staff email
Wed	28	Final exams begin, Express II exams begin (follow same schedule as regular courses) 111-116 Course Roll (CSR0339A)
Fri	30	111-116 Email department chairs updated classroom allocations and scheduling policies

### May 2010

Mon	3	111-116 Departments start scheduling for Spring/Summer 2011 (through August 9 <sup>th</sup> , 2010) NSCL submission
Wed	5	Final exams end Run FINAL AUDIT for Spring (CGD1909A) for clean up - <b>be sure web grading has been closed prior to final audit</b>
Thu	6	Rehearsal for Undergraduate Commencement Ceremony (9am/1pm)
Fri	7	101 Final Grades Due by 12:00 noon; Email missing grades rpt Close grading 3pm; <u>Request Graduate</u> 097 Missing & Inc conversion to F (3pm)CSR6409A. Make sure Grad office receives report. <b>Run 101 probation and dismissals</b> Run CSR 0669A Placement Credit trans prior to SAP trans Graduate Commencement
Sat	8	Undergraduate Commencement (2 ceremonies)
Mon	10	Download grades to CAi for NCAA eligibility 101 Set Student Grading Availability to Y; run SLD (either @ end of day or 1 <sup>st</sup> thing tomorrow am – grades will be available on Degree Audit/Unofficial Transcript as soon as Y is entered on W01) 101 Process academic dismissals and recalc tuition 101 Final Pass/Fail (morning) 101 Submit Request to Post Degrees (afternoon) 101 Order Batch 03 transcripts (afternoon, after degrees post) 103 May Evening classes begin
Tues	11	<b>Reports for Honors and Deans’ Lists</b> 101 Grade Mailer Requests processed and mailed 101 Grades available on Cougar Trail at 8:00 am 101 Degrees Posted 101 Batch 03 transcripts available
Wed	12	102 Maymester courses begin NSCL submission – Degree file Submit 101 Freshman Transcripts for Freshman from SC HS (CSR0319A) Submit 101 Class Rank Request (RBA 255)
Thu-Fri	13-14	Diploma pick-up, 10:00 – 3:00
Mon-Tue	17-18	Diploma Pick-up, 10:00 – 3:00
Thu	20	Run labels for diplomas Academic Action Report to Athletics

