

Grades
Registration and Scheduling
Graduation
Transfer Credit Evaluation
General Dates
Records Mgmt
Treasurer
Holiday
NCAA

ROG Calendar Spring 2007

www.cofc.edu/~register/calendars/index.html

January 2007

Mon	1	New Year's Day
Tues	2	Back to work Request pop-up msg. to be added to Cougar Trail with Drop/Add Deadline date and date withdrawal begins. ** Email ALL students w/ Drop/Add/Withdrawal dates reminder NSCL Submission CGD2809A for 067 (Post Graduation List to chairs) CGD1909A (Pass/Fail) for 067 – Clean-up (067) Roll Placement Credit CSR 0669A Set Faculty/Student Default Term Flag to 071
Wed	3	Run Edit Reports: CGD2709A; CGD2509A; CGD1509A; CGD2409A; CSR1449A (Graduation area edits) Run CSR0319A Transcripts for freshman entering from SC schools
Thurs	4	071 Orientation for incoming students Prepare Non-Pre-clear notification for 071
Fri	5	071 Late registration for returning students Cross-Registration Registration for new students Pull 067 graduated files from wall
Sat	6	Residence halls open at noon
Mon	8	071 Spring full semester and Express I classes begin 071 First day of add/drop for full semester and Express I classes 072-076 Maymester and Summer School Registration begins 071 Electronic Class Roll Verification for Faculty begins (DA entry-student never once attended) Diploma Pick-up for FALL graduates – all week - Run Diploma labels
Tue	9	071 Senior Citizen Registration
Wed	10	Receive 067 files from Admissions (already QC'ed)
Thur	11	1 st Notice to 071 Non-Pre-clear
Fri	12	071 Last day of add/drop (Full term and Express I) 071 Full semester and Express I / Last day of 100% refund
Mon	15	Martin Luther King holiday observed - no classes
Tue	16	071 Pass/Fail (CGD1909A) 071 Last day for students to submit an Audit or Pass/Fail request form NSCL Submission
Wed	17	Request 077 Special Topics Course Descriptions to be included on website
Thur	18	Run Repeat report CSR1449A
Fri	19	071 Full semester and Express I / Last day of 90% refund 077 Master Term Prerequisite Corrections due by 5:00pm from

departments
 Mon 22 071 Pass/Fail (CGD1909A)
 077 Master Term Prerequisite Roll (CSR 1429A)
 Tues 23 071 Sr. Citizen's Drop/Add Deadline
 077 Check prerequisites for accuracy by running CSR 1419A
 Wed 24 077 Departmental Scheduling Deadline at 5:00p.m.
 Fri 26 071 Special Enrollment Deadline Full Semester and Express I courses
 Tues 30 071 Last day to withdraw from Express I Classes with a grade of "W"
 Wed 31 071 Elec. Class Roll Verification Deadline (DA-drop for non attendance)

February 2007

Thurs 1 Graduation Application Deadline for 071
 RO begins assigning all available classrooms to 077 courses
 Fri 2 Run 071 Grad Participation Plans
 Run 071 Pass/Fail (CGD1909A)
 Review printed & web information for 071
 Run 071 DA report from CONNX
 071 Express I Evaluations printed (all staff assignments
 must be correct prior to running evals)
 071 Full semester and Express I / Last day of 50% refund on withdrawals
 Mon 5 Run Pass/Fail (CGD1909A)
 Request for Advising Holds lists from Departments for 077 by 2/20/07
 Thurs 8 Express I evaluations delivered to academic departments
 between 9:00am-1:00pm
 Fri 9 Run CSR8209A (Close matriculations for non-returning undergraduates)
 NO SHOW REPORT (David Goss needs rpt. in eprint)
 Run CSR375R1 (enrolled students with ending matrics)
 Run Transfer Credit report (UNDECOU) CAM8909A
 Run Pass/Fail (CGD1909A)
 Mon 12 Run edit reports CSR020RO – CSR020RC for 077
 Tue 13 Deadline for 067 Undergraduate I's to F grade (paper change of Grade
 form is required w/ all signatures) No electronic Incomplete grading.
 Wed 14 Deadline for Departments to submit 077 Special Topics Course
 Descriptions to be included on website
 Fri 16 Run CSR1449A Repeat Report
 Roll 067 Undergraduate Missing and Incompletes to F (CSR6409A)
 Run CGD 0109A
 071 Priority Registration Codes (PRI, HON, REG) populated on screen
 111
 Mon 19 Run Pass/Fail (CGD1909A)
 Tues 20 071 Last day to withdraw from full semester classes with grade of "W"
 Place departmental advising holds for 077
 071 Individual Enrollment Deadline
 Wed 21 061 Class Roll Verification opens for WA (withdrawal for excessive
 absences) Electronic roll attendance via Cougar Trail on the Web
 Thur 22 077 Athlete Priority Registration TENTATIVE
 Fri 23 071 Last day of Express I classes
 077 Athlete Priority Registration TENTATIVE
 Sat 24 071 Express I Final Exams
 Preliminary 071 Graduation Reports to Deans & Chairs

Mon	26	071 Express I Final Exams *071 Express I Web Grading open (set faculty flag to X) *071 Mid Term Grading opens via Cougar Trail on the Web; CSR6079A (code Y for students @ this time, Exp and Mid Term) 077 Honors Priority Registration begins TENTATIVE
Tues	27	071 Express I Final Exams Send email to Faculty; no electronic roll functions for Exp II; paper form
Wed	28	071 Express II classes begin

March 2007

Thurs	1	NSCL submission Run Pass/Fail (CGD1901A)
Fri	2	071 Express II last day of drop/add 071 Express II Last day for 100% refund 071 Full semester and Express I / Last day of 25% refund
Sun	4	Spring break begins Residence halls close at noon
Mon	5	Run 071 Pass/Fail (CGD1909A)
Tues	6	071 Express II / Last day for 90% refund
Fri	9	071 Diploma Order to Jostens
Sat	10	Spring break ends
Sun	11	Classes resume Residence halls open at noon
Mon	12	*071 Express I Grades due at 12:00 noon *071 Mid Term Grades due at 12:00 noon; Send M & I rpt to Deans Run 071 Pass/Fail (GD1909A) 2 nd Email Notice to Non-Pre-cleared for 071
Tue	13	071 Exp I & MT Grades available via Cougar Trail on the Web
Wed	14	071 Express II: Last day of 50% refund on withdrawals
Fri	16	071 Special Enrollment Deadline for Express II courses
Mon	19	Run 071 Pass/Fail (CGD1909A)
Tue	20	071-076 Run CSR9559A – Edit Report of Enrolled Students by Selected Term Whose Registered Hours are not equal to Financial Hours
Wed	21	077 Open Registration for Fall 2007 begins based on earned hours TENTATIVE 2 nd Run List of 071 Graduates to Deans & Chairs - Minors list review Run Participation Estimates 1 st Rolling Limits Memo sent to departments
Thurs	22	Email to Pre-cleared 071 Graduation Candidates
Tues	27	Run 071 Pass/Fail (CGD1909A)
Wed	28	Last day to withdraw from Express II classes with a grade of “W” 071 Express II last day for 25% refund
Fri	30	CHE submission

April 2007

Mon	2	NSCL submission 071 Standard and Express II course evaluations printed (all staff assignments must be correct prior to running evals) Run 071 Pass/Fail (CGD1909A)
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Mon	9	Request Commencement File for 071 Reader Cards - Citadel Print Shop Run 071 Pass/Fail (CGD1909A)
Wed	11	Evaluations delivered to academic departments between 9:00 am-1:00 pm
Mon	16	Run 071 Pass/Fail (CGD1909A) Commencement File 071 for Program to Citadel Print Shop
Mon	23	Run 071 Pass/Fail (CGD1909A) 071 Last day of classes (only M, MW, MWF meet this day) 071 Last day of Express II Classes 081-086 Email dept chairs the Course Roll Control Form 081-086 Roll everything to P (CSR0349A)
Tues	24	Reading day Email Juniors to Apply for graduation for 077 & 081 071 Open Faculty Web grading (Final and Exp II) (Set faculty flag to "G" and student flag to "N") Run SLD on 4/23; CSR9659A & CSR9609A 072-076 Run CSR9559A – Edit Report of Enrolled Students by Selected Term Whose Registered Hours are not equal to Financial Hours
Wed	25	Final exams begin, Express II exams begin (follow same schedule as regular courses)

May 2007

Wed	2	NSCL submission Final exams end
Mon	7	*071 Final Grades Due by 12:00 noon; close grading Email M & I reports to Deans Request Graduate 067 Missing & Inc conversion to F (5pm) Course Roll Control Form/Options due from departments 081-086 (5:00 pm)
Tues	8	Run FINAL AUDIT for 071 (CGD1909A) for clean up
Wed	9	Run FINAL AUDIT for 071 (CGD1909A) - be sure web grading has been closed prior to final audit Process 071 academic dismissals and recalc tuition 071 Set Student Grading Availability to Y; run SLD
Thurs	10	Post Degrees 071 (CSR0199A) (<u>Wed night</u>) Run CSR 0669A Placement Credit trans prior to SAP trans 071 Grades available on Cougar Trail on the Web at 8:00 am Rehearsal for Undergraduate Commencement Ceremony 071 Evaluations picked up from academic departments between 9:00 am-1:00 pm 071 Grade Mailer Requests processed and mailed
Fri	11	Graduate Commencement
Sun	13	Undergraduate Commencement
Mon	14	Download 071 grades to CAI for NCAA eligibility NSCL submission – Degree file
Tues	15	081-086 Course Roll (CSR0339A)
Wed	16	072 Pass/Fail (CGD1909A) 081-086 Email department chairs updated classroom allocations and scheduling policies
Wed	16-18	Diploma Pick-up, 9:00 – 4:00

Fri 18 Departments start scheduling for Spring/Summer 2008 (081-086)
(through August 31st, 2007)
Mon 21-22 Diploma Pick-up, 9:00 – 4:00
Tues 22 Run labels for diplomas
071 Academic Action Report to Athletics

June 2007

July 2007

Mon 2 071 Incomplete grades should be replaced by final grade; paper Change
of Grade form – 60 day deadline.
Fri 6 071 U -Incomplete and Missing Grades converted to F – Send report to
Lynn Cherry