

REGISTRAR'S EVENTS CALENDAR

Spring Semester 2007 – Fall Semester 2007

TO:

FROM: Angela DeBose, University Registrar

SUBJECT: January 1, 2007 – January 25, 2008 Events Calendar
Please note **dates are subject to change** as key events are interdependent.
Updates will occur as expediently as possible.

KEY	
Blue	Client Services
Green	Registration & Records
Red	Graduation/Certification
Orange	Systems
Violet	Scheduling
Bold	Benchmarks/Reports

DATE

DAY

EVENT

JANUARY 2007

Week of January 1 - 7

January 1	Monday	New Year's Day – USF offices closed
January 2	Tuesday	Graduation certification deadline for Fall 2006
January 4	Thursday	State employee tuition waiver registration begins at 5:00 pm Print class rolls #1 Spring 2007
January 5	Friday	Sort & distribute Class Rolls #1 Spring 2007 Summer 2007 forward space report to Space Office to complete space assignments Benchmark – Last day to register Spring without late registration fee penalty.

Week of January 8 - 14

January 8	Monday	BENCHMARK – First day of Spring classes 2007
January 8 - 12	Monday – Friday	Spring 2007 late registration, drop/add week
January 9	Tuesday	NSLDS file execution
January 12	Friday	Benchmark – Drop/add ends, fee liability deadline & last day to submit Spring 2007 residency reclassification applications Fall 2007 large capacity and special needs request deadline Run immunization cancellation list for Student Health Services Deadline Spring 2007 for account number overrides & for instructor information

Week of January 15 – 21

January 15	Monday	Dr. Martin Luther King, Jr. Day – no classes & USF offices closed
January 16	Tuesday	Senior citizens' Spring 2007 registration Print class rolls #2 Spring 2007 Summer 2007 prerequisites deadline for system changes
January 17	Wednesday	Sort & distribute Class Rolls #2 Spring 2007
January 18	Thursday	Fall SDCF & IAF due
January 19	Friday	CLAST registration deadline

Week of January 22 – 28

January 25	Thursday	Request Fall 2006 academic dismissal list Fall 2007 deadline to forward space report to Space Office to complete space assignments
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Week of January 29 – February 4

January 29	Monday	Space Office Summer 2007 space assignment scheduling deadline Run priority appointment listings for Summer/Fall 2007 registration Fall 2007 deadline for colleges/campuses to complete space assignment requests & submit distance learning courses
January 30	Tuesday	Distribute priority appointment listings Process Spring 2007 academic cancellation list

FEBRUARY 2007

February 1	Thursday	Section schedule report for Summer 2007 forwarded to colleges/campuses to proof
February 2	Friday	End of Spring refund period Spring 2007 graduation application deadline

Week of February 5 – 11

February 8	Thursday	Late degree file due
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Week of February 12 – 18

February 13	Tuesday	Fall 2007 prerequisites deadline for system changes Space Office Fall 2007 space assignment scheduling deadline
February 15	Thursday	Final deadline for Summer 2007 adjustments requiring space & distance learning courses
February 17	Saturday	CLAST administration

Week of February 19 – 25

February 19	Monday	200705/200708 terms creation
February 21	Wednesday	Section schedule report for Fall 2007 forwarded

February 22 Thursday to colleges/campuses to proof
Spring preliminary SDCF file due
Spring 2007 Grades opens for faculty midterm e-Grades submissions

Week of February 26 – March 4

February 26 – March 2 Monday - Friday Summer/Fall 2007 registration appointment
Development
February 26 Monday Final deadline for Summer 2007 changes to courses not requiring space & Summer Schedule Search via OAS/S on for students
February 28 Wednesday NSLDS file execution

MARCH 2007

March 2 Friday Summer 2007 final prerequisites deadline

Week of March 5 - 11

March 5 Monday Final deadline for Fall 2007 requests requiring space & distance learning
9 a.m. Spring 2007 midterm grades submission deadline
March 8 Thursday Spring 2007 midterm grades available on OAS/S

Week of March 12 – 18

March 12 – 17 Monday – Saturday Spring Break
March 12 Monday Final Deadline for Fall 2007 requests not requiring space & Fall Schedule Search via OAS/S on for students
March 16 Friday Deliver e-mail to Academic Computing for Summer/Fall 2007 appointments visible on OAS/S announcement
Summer/Fall 2007 registration appointments visible on OAS/S

Week of March 19 – 25

March 20 Tuesday Fall 2007 final prerequisites deadline
March 23 Friday Open term snapshot
March 24 Saturday Last day to drop with a “W”; no refund & no academic penalty

Week of March 26 – April 1

March 26 – April 1 Monday – Friday **Benchmark** - First week of concurrent Summer/Fall 2007 degree-seekers' registration by appointment
March 26 Monday Print class rolls #3 Spring 2007
Fall 2007 final prerequisites deadline
Sort & distribute Class Rolls #3 Spring 2007
March 30 Friday Summer & Fall 2007 deadline for instructor information to facilitate e-Grading

APRIL 2007

Week of April 2 – April 8

April 2 Monday *Begin Registrar's '07-'08 Events Calendar update*

Week of April 9 – 15

April 11 Wednesday
April 13 Friday **Summer/Fall 2007 detail code deadline**
Benchmark – Summer degree-seeking
appointment registration ends

Week of April 16 – 22

April 16 – 20 Monday **Spring 2007 e-Grades opens for faculty final grades
submissions**

Week of April 23 – 29

April 27 Friday Spring semester last day of classes
"I" to "IF" grades for Summer 2006
"M" to "MF" grades for Fall 2006
April 28 Saturday Final exams begin

Week of April 30 – May 6

MAY 2007

May 4 Friday Final exams end
CLAST registration deadline
Spring close term snapshot
May 5 Saturday Spring 2007 Commencement – Tampa campus
May 6 Sunday St Petersburg campus commencement

Week of May 7 – 13

May 7 Monday Lakeland campus commencement
Non-degree student registration via OAS/S begins at
8:00 a.m.
May 8 Tuesday Transfer student orientation
May 8 Tuesday **Term roll for Spring 2007**
Sarasota campus commencement
12 a.m. Spring 2007 final grades submission deadline
Spring 2007 final grades available on OAS/S
May 10 Thursday Summer state employee tuition waiver
May 10 Thursday registration begins at 5:00pm
Print class rolls #1 Summer sessions A, C & X
May 11 Friday **Sort & distribute class rolls #1 Summer 2007
sessions A, C & X**
Spring post-grades processing
Benchmark - Last day to register for Summer classes
without late registration fee penalty

Week of May 14 – 20

May 14	Monday	Benchmark – First day of classes for Summer 2007 sessions A & C
May 15	Tuesday	Run immunization cancellation list for Student Health Services
May 18	Friday	Deadline for Summer sessions A & C 2007 account number overrides Benchmark - Summer 2007 end of drop/add, fee deadline and last day to submit Summer 2007 residency reclassification applications Graduation certification deadline Spring 2007

Week of May 21 – 27

May 21	Monday	Senior citizens' Summer 2007 registration
May 25	Friday	Last day for faculty to submit Spring confirming grade rolls with changes

Week of May 28 – June 3

May 28	Monday	Memorial Day – no classes & USF offices closed
May 31	Thursday	Request Spring academic dismissal list
June 2	Saturday	CLAST administration

JUNE 2007

Week of June 4 – 10

June 8	Friday	Process academic cancellations for Summer 2007 sessions A & C End of Summer refund period SDCF & IAF due Graduation application deadline for summer 2007
June 9	Saturday	Last day to drop with a "W"; no refund & no academic Penalty Summer session A

Week of June 11 – 17

June 11 – 12	Monday – Tuesday	Freshman orientation
June 13	Wednesday	Transfer student orientation
June 14 – 15	Thursday – Friday	Freshman orientation

Week of June 18– 24

June 18	Monday	Spring 2008 roll forward
June 22	Thursday	Spring 2008 tentative roll forward distributed to colleges/campuses to begin space assignment requests and schedule available to staff on web
June 22	Friday	Summer session A last day of classes

June 23	Saturday	Last day to drop with a "W"; no refund & no academic penalty from session C classes
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Week of June 25 – July 1

June 25 – 26	Monday – Tuesday	Freshman orientation
June 27	Wednesday	Transfer student orientation
June 28	Thursday	Print class rolls #1 Summer session B
June 28 -29	Thursday – Friday	Freshman orientation
June 29	Friday	Benchmark – end of session B regular registration Sort & distribute Class Rolls #1 Summer session B

JULY 2007

Week of July 2 – 8

July 2	Monday	Summer session B first day of classes
July 4	Wednesday	Independence Day – no classes & USF offices closed
July 5 - 6	Thursday - Friday	Summer Session A 2007 grade processing
July 6	Friday	NSLDS file execution

Week of July 9 – 15

July 9	Monday	Benchmark – end of drop/add & last day to drop w/o fee liability for Summer session B
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Week of July 16 – 22

July 20	Friday	Summer session C last day of classes
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Week of July 23 - 29

July 23	Monday	Limited access file
July 23 – 24	Monday – Tuesday	Freshman orientation
July 25	Wednesday	Transfer student orientation
July 26 - 27	Thursday – Friday	Summer sessions C & X grade processing
July 27	Friday	Freshman orientation Deadline for Summer session B 2007 account number overrides Spring 2008 tentative deadline for regional campuses to submit course section proposals to Tampa campus
July 28	Saturday	Last day to drop with a "W"; no refund & no academic penalty Summer session B

Week of July 30 – August 5

July 30 – 31	Monday – Tuesday	Freshman orientation
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August 2007

August 2 – 3	Thursday – Friday	Freshman orientation
August 3	Friday	Spring 2008 tentative large capacity and special needs

request deadline

Week of August 6 – 12

August 10	Friday	Summer Session B last day of classes
August 11	Saturday	Summer 2007 Commencement – Tampa Campus

Week of August 13 – 19

August 13	Monday	Spring 2008 – <i>tentative</i> forward space report to Space Office to complete space assignments & deadline to submit prerequisites
August 14 - 15	Tuesday - Wednesday	Summer 2007 final grades processing
August 15	Wednesday	Transfer student orientation
August 16	Thursday	Transfer student orientation
August 17	Friday	"I" to "IF" grades for Fall 2006 "M" to "MF" grades for Spring 2007

Week of August 20 – 26

August 20	Monday	Non-degree student registration via OAS/S begins at 8:00 a.m.
August 23	Thursday	State employee tuition waiver registration via OAS/S begins at 5:00 pm Print class rolls #1 Fall 2007
August 24	Friday	Benchmark -last day to register for Fall classes without late registration fee penalty Sort & distribute Class Rolls #1 Fall 2007 Close term snapshot

Week of August 27 – September 2

August 27 – 31	Monday – Friday	Benchmark – First day of Fall 2007 classes; late registration & drop/add week Summer term roll
August 28	Tuesday	Deadline for Fall 2007 account number overrides
August 31	Friday	Benchmark - Fall drop/add ends, fee liability deadline & last day to submit residency reclassification applications Graduation certification deadline for Summer Spring 2008 <i>tentative</i> deadline for Space Office to complete space assignments

SEPTEMBER 2007

Week of September 3 – 9

September 3	Monday	Labor Day - no classes & USF offices closed
September 4	Tuesday	Senior citizens' Fall 2007 registration Print class rolls #2 Fall 2007 Spring 2008 – <i>tentative</i> Registrar's Office forwards section schedule report to colleges/campuses

September 5	Wednesday	to proof, available on web for staff Sort & distribute Class Rolls #2 Fall 2007 NSLDS file execution
September 6	Thursday	
<u>Week of September 10 - 16</u>		
September 10	Monday	Run immunization cancellation list for Student Health Services
<u>Week of September 17 – 23</u>		
September 21	Friday	Fall 2007 Graduation Application Deadline Spring 2008 <i>tentative</i> final deadline to submit prerequisites
<u>Week of September 24 – 30</u>		
September 25	Tuesday	Request Summer 2007 academic dismissal list Spring 2008 <i>tentative</i> final deadline for adjustments requiring space & distance learning
September 28	Friday	
OCTOBER 2007		
<u>Week of October 1 - 7</u>		
October 1	Monday	Spring 2008 <i>tentative</i> deadline for changes to courses not requiring space & schedule available online Process Fall 2007 academic cancellations list Run priority appointment group listings for Spring 2008
October 2	Tuesday	
October 5	Friday	
<u>Week of October 8 – 14</u>		
October 8	Monday	200801 term creation Summer final SDCF & IAF due Fall preliminary file due
October 8	Monday	
October 12	Friday	
<u>Week of October 15 - 21</u>		
October 22	Monday	Distribute priority appointment group lists
<u>Week of October 22 - 28</u>		
October 22 – 23	Monday – Tuesday	Fall 2007 midterm grades processing Spring appointment generation
October 24	Wednesday	
<u>Week of October 29 – November 4</u>		
October 30	Tuesday	<i>tentative</i> Deadline for colleges to submit Spring 2008 detail codes Halloween Spring 2008 <i>tentative</i> registration appointments
October 31	Wednesday	

November 1 Thursday
November 2 Friday
November 3 Saturday

visible on OAS/S
Late degree file due
Print class rolls #3 Fall 2007
Last day to drop with a "W"; no refund & no academic Penalty

NOVEMBER 2007

Week of November 5 - 11

November 5 Monday

Benchmark – Spring 2008 degree-seeking appointment registration begins

November 9 Friday

Sort & distribute Class Rolls #3 Fall 2007
Summer 2008 *tentative* roll forward courses & Prerequisites distributed to colleges/campuses to begin Space assignment requests and schedule available to staff on web

Week of November 12 - 18

November 12 Monday

Veterans' Day – no classes & USF offices closed

November 14 Wednesday

NSLDS tape execution

Week of November 19 - 25

November 20 Tuesday

Benchmark – Spring degree-seeking appointment registration ends

November 22 Thursday

Thanksgiving – no classes & USF offices closed

November 23 Friday

no classes & USF offices closed

Week of November 26 – December 2

DECEMBER 2007

Week of December 3 - 9

December 3 Monday

Non-degree student registration via OAS/S begins at 8:00 a.m.

December 7 Friday
December 8 Saturday

Fall 2008 *tentative* roll forward courses & prerequisites distributed to colleges/campuses to begin space assignment requests and schedule available to staff on web

Last day of classes for Fall term 2007
Final exams begin

Week of December 10 – 16

December 10 Monday

Summer 2008 *tentative* deadline for regional campuses to submit course section proposals to Tampa campus
Fall 2007 final exams end

December 14 Friday

Close term snapshot

December 15 Saturday

Lakeland campus commencement
Fall 2007 Commencement – Tampa campus

December 16 Sunday St Petersburg campus commencement

Week of December 17 - 23

December 18 - 20 Tuesday - Thursday Fall 2007 final grades processing
Fall 2008 term roll
December 21 Friday Fall grades visible on OASIS
Summer 2008 tentative large capacity and special needs
request deadline

Week of December 24 - 30

December 24 - 25 Monday - Tuesday USF offices closed
December 28 Friday Fall 2008 tentative deadline for regional campuses to
submit course section proposals to Tampa
campus

Week of December 31 – January 6

December 31 Monday USF offices closed

January 2008

January 1 Tuesday New Year's Day - USF offices closed
January 2 Wednesday Summer 2008 tentative deadline for colleges/campuses
To complete space assignment requests & submit
distance learning courses
January 3 Thursday State employee tuition waiver registration
begins at 5:00 pm
January 4 Friday Print class rolls #1 for Spring 2008
Benchmark – Last day to register for Spring classes
without late registration fee penalty.
Sort & distribute Class Rolls #1 Spring 2008

Week of January 7 - 13

January 7 Monday **Benchmark** – First day of Spring 2008
January 7 - 11 Monday – Friday Spring 2008 late registration & drop/add week
January 9 Wednesday Summer 2008 – tentative forward space report to Space
Office to complete space assignments
January 10 Thursday NSLDS tape execution
January 11 Friday **Benchmark** – Drop/Add ends,
fee liability deadline & last day to submit Spring 2008
residency reclassification applications

Week of January 14 - 20

January 14 Monday Senior citizens' Spring 2008 registration
Print class rolls #2 Spring 2008
January 15 Tuesday Sort & distribute Class Rolls #2 Spring 2008
Fall 2006 tentative large capacity and special needs
request deadline
Graduation certification deadline for Fall 2007

Week of January 21 – 27

January 21	Monday	Dr. Martin Luther King, Jr. Day – no classes & USF offices closed
January 23	Wednesday	Summer 2008 <i>tentative</i> deadline to submit prerequisites For system changes Process NSLDS error report
January 25	Friday	<i>tentative</i> Deadline for Spring 2008 account number overrides & for instructor information CLAST registration deadline