

NU Office of the Registrar Integrated Calendar 2008-09

September 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Tuition due, Fall Quarter	2	3 NSC Enrollment Submission	4	5	6
7	8	9	10	11	12 Registration for Fall Quarter ends 5 p.m.	13
14	15 New Graduate Student Orientation, Norris University Center, 9 a.m. - 5 p.m.	16 New Student Orientation begins, Fall Quarter* Residence halls open, Fall Quarter	17	18 Athlete and SSD student registration (12 PM)	19 New Student Registration, Fall Quarter	20
21	22 Send Fall 2008 (4320) Class Schedule e-mail to students	23 WEEK 01 Classes for Fall Quarter 2008 begin 8 a.m.* Classes begin for the School of Continuing Studies, Fall Quarter 2008, 6:15 p.m. - See SCS web site for additional SCS important dates Change of Registration Period (add/drop)/Late registration for returning students for Fall Quarter begins First day to initiate transfer from one school of NU to another for Winter Quarter 2009	24	25	26 Applications due for make-up examinations, Fall Quarter	27
28	29 WEEK 02 Last day for late registration, Fall Quarter Last day for students in The Graduate School to change grading status from grade to P-N or vice versa for Fall Quarter Last day for adding any course or changing a section for Fall Quarter. No refunds or bill reductions made on any changes of registration after this date.	30				

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October 2008

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	WEEK 02		1 Begin 2009-10 Calendar production (Univ/Acad/ROIC) deadline is 11/1	2	3	4
5	6 WEEK 03	7	8	9	10 NSC Enrollment Submission Receive URR checklist from Engineering for Dec 07 completions Last day for undergraduate students to change grading status from grade to P-N or vice versa for Fall Quarter	11
12	13 WEEK 04 Review Consumer Information web page for updates and changes Run initial probation list and send to Dean's Office Quarterly Statistics & End of Third Week Reporting	14 Quarterly Statistics & End of Third Week Reporting	15 Quarterly Statistics & End of Third Week Reporting	16 Quarterly Statistics & End of Third Week Reporting	17 Quarterly Statistics & End of Third Week Reporting	18
19	20 WEEK 05	21	22 Last day for students to submit completed Inter-School Transfer applications to Dean's Office of the proposed school for Winter Quarter 2009	23	24 Departments proof Winter Quarter 2009 (4330) class schedule at RO	25
26	27 WEEK 06 Departments proof Winter Quarter 2009 (4330) class schedule at RO	28	29	30 Send registration hold bulk e-mail to students for Winter Quarter 2009 (4330) to students	31 Winter Quarter 2009 (4330) Class Schedule published to CAESAR Last day for dropping any course for Fall Quarter. (No tuition adjustment after Monday, September 29) Last day to withdraw for Fall Quarter without academic review	

November 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	WEEK 06					1
2	<p>3 WEEK 07</p> <p>Deadline for 2009-10 Calendars (Univ/Acad/ROIC)</p> <p>Run second probation list and send to Dean's Office</p> <p>NSC Enrollment Submission</p> <p>Send faculty online grading bulk e-mails - <i>without access</i> to online grading</p>	4	5	<p>6</p> <p>Discontinue Fall Quarter 2008 (4320) non-registrants and term activate for Winter Quarter 2009 (4330)</p> <p>Assign registration appointment times for Winter Quarter 2009 (4330)</p> <p>Winter Quarter 2009 (4330) PDF class schedule online</p> <p>Winter Quarter (4330) Registration Bulk E-mail</p>	7	8
9	<p>10 WEEK 08</p> <p>Departmental pre-registration for Winter Quarter 2009 (4330) begins (through 11/7)</p> <p>Schedule Fall Quarter 2008 (4320) Final Examination Rooms</p>	11	12	13	<p>14</p> <p>Athlete and SSD student registration (12 PM)</p>	15
16	<p>17 WEEK 09</p> <p>CTEC site opens for instructor check</p> <p>Send faculty online grading bulk e-mails - <i>with access</i> to online grading</p> <p>Generate grade rosters for Fall Quarter 2008 (4320)</p> <p>Online grading opens on CAESAR</p> <p>Registration for Winter Quarter begins</p> <p>Registration begins for the School of Continuing Studies - Winter Quarter - See SCS web site for additional SCS important dates</p>	18	19	20	21	22
23	<p>24 WEEK 10</p> <p>CTEC evaluation site opens for students</p>	25	<p>26</p> <p>Thanksgiving vacation begins 6 p.m.*</p>	<p>27</p> <p>Thanksgiving Day</p>	<p>28</p> <p>Holiday</p>	29
30						

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December 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1 Last day for current students to file undergraduate financial aid applications for Winter Quarter</p> <p>Classes for Fall Quarter resume 8 a.m.*</p> <p>Classes for the School of Continuing Studies for Fall Quarter resume 6:15 p.m. - See SCS web site for additional SCS important dates</p> <p>WCAS Reading Period begins</p>	2	<p>3 NSC Enrollment Submission</p>	4	5	6 Last day of classes for Fall Quarter
7	<p>8 Send address update bulk e-mail to students</p> <p>Fall Quarter examinations begin*</p>	9	<p>10 Send grading deadline bulk e-mail reminder to instructors (deadline is 12/15/2008)</p>	11	<p>12 Fall quarter examinations end. Vacation begins 6 p.m.*</p>	<p>13 Fall Quarter ends for the School of Continuing Studies</p>
<p>14 CTEC evaluation site closes (midnight)</p>	<p>15 Grades due for Fall Quarter 2008 (4320) - 3 PM</p>	16	<p>17 Send CAESAR Grades Available bulk e-mail to students</p> <p>End of Term Reporting</p>	<p>18 Run Course Repeat Process</p> <p>End of Term Reporting</p>	<p>19 End of Term Reporting</p>	20
21	22	23	<p>24 Holiday</p>	<p>25 Holiday</p>	<p>26 Send add/drop, p/n bulk e-mail to Mar 09 undergrad completions</p>	27
28	29	30	<p>31 Holiday</p>			

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January 2009

Monday	Tuesday	Wed	Thursday	Friday
			1 Holiday Tuition due, Winter Quarter	2 Send Winter 2009 (4330) Class Schedule e-mail to students
5 WEEK 01 Certification of Student Athletes NSC Enrollment Submission Classes for Winter Quarter 2009 begin 8 a.m.* Classes begin for the School of Continuing Studies for Winter Quarter 2009, 6:15 p.m. - See SCS web site for additional SCS important dates New and Transfer Student Registration for Winter Quarter First day to initiate transfer from one school of NU to another for Spring Quarter 2009 Change of Registration period (add/drop)/Late registration for Returning students for Winter Quarter begins	6	7	8	9 Contact Asst. to the Vice-President Admin & Planning/Trustees' Office to verify the names of the Chairman of the Board of Trustees and the Secretary of the Board of Trustees Contact Deans offices in each school to confirm the name of each dean Send message to department assistants responsible for graduation regarding supply ordering and distribution Applications due for make-up examinations, Winter Quarter Last day for adding any course or changing a section for Winter Quarter. No refunds or bill reductions made on any changes of registration after this date Last day for late registration, Winter Quarter Last day for students in The Graduate School to change grading status from grade to P-N or vice versa for Winter Quarter
12 WEEK 02 Receive URR checklist from Engineering for Mar 09 completions & June Graduates	13	14	15	16 Application to graduate bulk e-mail sent to students
19 WEEK 03 Suspension of classes for observance of Martin Luther King Jr. Day*	20	21	22 Fall/Full year applications for Study Abroad due in the Study Abroad Office by 5 p.m. for people with last names A	23 Last day for undergraduate students to change grading status from grade to P-N or vice versa for Winter Quarter
26 WEEK 04 Run and distribute first probation list Quarterly Statistics & End of Third Week Reporting	27 Quarterly Statistics & End of Third Week Reporting Fall/Full year applications for Study Abroad due in the Study Abroad Office by 5 p.m. for people with last names H through O	28 Quarterly Statistics & End of Third Week Reporting	29 Quarterly Statistics & End of Third Week Reporting	30 Quarterly Statistics & End of Third Week Reporting Departments proof Spring Quarter 2009 (4340) class schedule at RO Order supplies from Herff-Jones to be delivered in June Fall/Full year applications for Study Abroad due in the Study Abroad Office by 5 p.m. for people with last names P through Z

February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 WEEK 05 Departments proof Spring Quarter 2009 (4340) class schedule at RO	3 NSC Enrollment Submission	4 Last day for students to submit completed Inter-School Transfer applications to Dean's Office of the proposed school for Spring Quarter 2009	5	6 Spring Quarter 2009 (4340) Class Schedule published to CAESAR	7
8	9 WEEK 06 Schedule Winter Quarter 2009 (4330) Final Examination rooms	10	11	12 Discontinue Winter Quarter 2009 (4330) non-registrants and term activate for Spring Quarter 2009 (4340) Assign registration appointment times for Spring Quarter 2009 (4340) Spring Quarter 2009 (4340) PDF class schedule available online Send registration hold bulk e-mail to students for Spring Quarter 2009 (4340) Spring Quarter 2009 (4340) Registration Bulk E-mail	13 Last day for dropping any course for Winter Quarter. (No tuition adjustment after Friday, January 9) Last day to withdraw for Winter Quarter without academic review	14
15	16 WEEK 07 Departmental pre-registration for Spring Quarter 2009(4340) begins (through 2/20) Run and distribute second probation list Send faculty online grading bulk e-mails - <i>without access</i> to online grading	17	18	19	20 Athlete and SSD student registration (12 PM)	21
22	23 WEEK 08 CTEC site opens for instructor check Registration for Spring Quarter begins Registration begins for the School of Continuing Studies - Spring Quarter - See SCS web site for additional SCS important dates	24	25	26	27	28

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March 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<p>2 WEEK 09</p> <p>Send faculty online grading bulk e-mails - with access to online grading</p> <p>Generate grade rosters for Winter Quarter 2009 (4330)</p> <p>Online grading opens on CAESAR</p> <p>CTEC evaluation site opens for students</p> <p>Last day for current students to file undergraduate financial aid applications for Spring Quarter</p>	3	<p>4 NSC Enrollment Submission</p> <p>Summer Applications for Study Abroad due in the Study Abroad Office by 5 p.m.</p>	5	6 First diploma order sent to Herff-Jones	7
8	9 WEEK 10	10 WCAS Reading Period begins	11	12	13	14 Last day of classes for Winter Quarter*
15	<p>16 June Graduates bulk e-mail</p> <p>Send address update bulk e-mail to students</p> <p>Winter Quarter examinations begin*</p>	17	18 Send grading deadline bulk e-mail reminder to instructors (deadline is 3/23/2009)	19	20 Winter Quarter examinations end. Vacation begins at 6 p.m.*	21 Winter Quarter ends for the School of Continuing Studies
22 CTEC evaluation site closes (midnight)	23 Grades due for Winter Quarter 2009 (4330) - 3 PM	24	<p>25 Send CAESAR grades available bulk e-mail to students</p> <p>Send add/drop, p/n bulk e-mail to Jun 09 undergrad graduates, exclude MEAS</p> <p>End of Term Reporting</p>	<p>26 Run Course Repeat Process</p> <p>End of Term Reporting</p>	<p>27 Send Spring 2008 (4300) Class Schedule e-mail to students</p> <p>End of Term Reporting</p>	28
29	<p>30 WEEK 01</p> <p>Certification of Student Athletes</p> <p>Classes for Spring Quarter 2009 begin 8 a.m.*</p> <p>Classes begin for the School of Continuing Studies for Spring Quarter 2009 6:15 p.m. - See SCS web site for additional SCS important dates</p> <p>New and Transfer Student Registration for Spring Quarter</p> <p>First day to initiate transfer from one school of NU to another for Summer Session 2009 or Fall Quarter 2009</p> <p>Change of Registration period (add/drop)/Late registration for Returning students for Spring Quarter begins</p>	31				

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April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	WEEK 01		1 Tuition due, Spring Quarter	2	3 Applications due for make-up examinations, Spring Quarter Last day for late registration, Spring Quarter Last day for students in The Graduate School to change grading status from grade to P-N or vice versa for Spring Quarter Last day for adding any course or changing a section for Spring Quarter. No refunds or bill reductions made on any changes of registration after this date	4
5	6 WEEK 02 NSC Enrollment Submission	7	8	9 Term Activate Summer Session 2009 (4350) Assign registration appointment times for Summer Session 2009 (4350) Summer Session 2009 (4350) Registration Bulk E-mail	10 Second diploma order sent to Herff-Jones	11
12	13 WEEK 03 Registration for Summer Session begins for current undergraduate and graduate students and Continuing Studies students - See SCS web site for additional SCS important dates	14	15	16	17 Last day for undergraduate students to change grading status from grade to P/N or vice versa for Spring Quarter	18
19	20 WEEK 04 Run and distribute first probation list Quarterly Statistics & End of Third Week Reporting	21 Quarterly Statistics & End of Third Week Reporting	22 Quarterly Statistics & End of Third Week Reporting	23 Quarterly Statistics & End of Third Week Reporting	24 Quarterly Statistics & End of Third Week Reporting Departments proof Fall Quarter 2009 (4360) class schedule in RO	25
26	27 WEEK 05 Departments proof Fall Quarter 2009 (4360) class schedule in RO	28	29 Last day for students to submit completed Inter-School Transfer applications to Dean's Office of the proposed school for Fall Quarter 2009	30		

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May 2009

Monday	Tuesd	Wedn	Thursday	Friday
WEEK 05				<p>1</p> <p>Fall Quarter 2009 (4360) Class Schedule posted to CAESAR</p> <p>Submit the names of our division's graduates to University Relations for inclusion in the Commencement Program</p> <p>Last day for current students to file undergraduate financial aid applications for 2009-10</p>
<p>4 WEEK 06</p> <p>NSC Enrollment Submission</p>	5	6	<p>7</p> <p>Discontinue Spring Quarter 2009(4340) non-enrollees and term activate Fall Quarter 2009 (4360)</p> <p>Assign registration appointment times for Fall Quarter 2009 (4360)</p> <p>Send registration hold bulk e-mail to students for Fall Quarter 2009 (4360)</p>	<p>8</p> <p>Fall Quarter 2009 (4360) PDF Class Schedule online</p> <p>Last day for dropping any course for Spring Quarter. (No tuition adjustment after Friday, April 3)</p> <p>Last day to withdraw for Spring Quarter without academic review</p>
<p>11 WEEK 07</p> <p>Departmental pre-registration for Fall Quarter 2009 (4360) begins (through 5/15)</p> <p>Run and distribute second probation list</p> <p>Send faculty online grading bulk e-mails - <i>without access</i> to online grading</p>	12	13	14	<p>15</p> <p>Athlete and SSD student registration (12 PM)</p>
<p>18 WEEK 08</p> <p>CTEC site opens for instructor check</p> <p>Registration for Fall Quarter 2009 begins</p>	19	20	21	<p>22</p> <p>Online grading opens on CAESAR</p> <p>Send faculty online grading bulk e-mails - <i>with access</i> to online grading</p> <p>Generate grade rosters for Spring Quarter 2009 (4340)</p> <p>Proofed commencement program galleys due to University Relations</p>
<p>25 WEEK 09</p> <p>CTEC evaluation site opens for students</p> <p>Send faculty online grading bulk e-mails - <i>with access</i> to online grading</p> <p>Generate grade rosters for Winter Quarter 2009 (4330)</p> <p>Online grading opens on CAESAR</p> <p>Memorial Day: Legal Holiday, Classes will not be held*</p>	26	27	28	<p>29</p> <p>Completed galleys of Commencement Program to Registrar's Office for review</p>

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June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 WEEK 10 Tuition due, Summer Session Winter/Spring applications for Study Abroad due in the Study Abroad Office by 5 p.m. WCAS Reading Period begins	2	3	4 NSC Enrollment Submission	5 Last day for changes to Commencement Program galleys	6 Last day of classes for Spring Quarter*
7	8 Send address update bulk e-mail to students Spring Quarter examinations begin*	9	10	11	12 Send grading deadline bulk e-mail reminder to instructors (deadline is 6/15/2009) Spring Quarter examinations end 6 p.m.*	13 Spring Quarter ends for the School of Continuing Studies
14 CTEC evaluation site closes (midnight)	15 Grades due for Spring Quarter 2009 (4340) - 3 PM Contact Assoc Deans re: graduation honors	16	17 Send CAESAR grades available bulk e-mail to students End of Term Reporting Assoc Deans available for honors questions 10 a.m. - 2 p.m.	18 Run Course Repeat Process End of Term Reporting	19 End of Term Reporting Baccalaureate One Hundred Fifty-First Commencement*	20
21 Registration for Summer Session ends	22 WEEK 01 Certification of Student Athletes Last day for current students to file undergraduate financial aid applications for Summer Session Late Registration for Summer Session Classes for Summer Session 2009 begin 8 a.m.* - See SCS web site for additional SCS important dates*	23	24	25	26 Last day for late registration, Summer Session	27
28	29 WEEK 02	30				

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July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	WEEK 02		1	2	3 Independence Day: Legal Holiday, Classes will not be held*	4
5	6 WEEK 03 NSC Enrollment Submission	7	8	9 Registration begins for the School of Continuing Studies, Fall Quarter 2009 - See SCS web site for additional SCS important dates	10	11
12	13 WEEK 04 Quarterly Statistics	14	15	16	17	18
19	20 WEEK 05	21 One, Two, Three, and Four-week Summer Session grades due for courses ending on 07/18/2009	22	23 Run Course Repeat Process	24	25
26	27 WEEK 06	28	29	30	31 Six-Week Summer Session Exams* Term Activate New Students	

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August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	WEEK 06					1 Six-Week Summer Session ends 6 p.m.*
2	3 WEEK 07	4 Six-Week Summer Session grades due for courses ending on 08/01/2009 NSC Enrollment Submission	5	6 Run Course Repeat Process	7	8
9	10 WEEK 08	11	12	13	14 Eight-Week Summer Session Exams*	15 Eight-Week Summer Session ends 6 p.m.*
16	17	18 Eight-Week Summer Session grades due for courses ending on 08/15/2009	19	20 Run Course Repeat Process	21	22
23	24	25	26	27	28	29
30	31					

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September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 NSC Enrollment Submission	5
6	7	8	9	10	11 Registration for Fall Quarter 2009 ends 5 p.m.	12
13	14	15	16	17	18	19
20	21 Send address update bulk e-mail to students	22	23	24	25	26
27	28	29	30			