OHIO UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
Production Chart for Athens and Regional Campuses 2016-2017

| Description | Fall 2016-2017 | Spring 2016-2017 | 1st Summer 2016-2017 | Full Summer 2016-2017 | 2nd Summer 2016-2017 |
|---|---|---|---|---|---|
| SCHEDULE AVAILABLE TO DEPARTMENTS IN ASTRA | 9/28/2015 | 4/28/2016 | 8/15/2016 | 8/15/2016 | 8/15/2016 |
| FIRST PRIORITY DEADLINE FOR 99-SEAT OR MORE CLASSROOM REQUESTS | 11/6/2015 | 6/10/2016 | 9/30/2016 | 9/30/2016 | 9/30/2016 |
| DATA ENTRY DEADLINE FOR A&S, ENT, HSP FOR SCHEDULING CLASSES | 12/16/2015 | 7/22/2016 | 11/11/2016 | 11/11/2016 | 11/11/2016 |
| TEXTBOOK SYSTEM AVAILABLE FOR ENTERING TEXTBOOK AND MATERIALS | 1/4/2016 | 8/8/2016 | 11/28/2016 | 11/28/2016 | 11/28/2016 |
| DEADLINE FOR SCHEDULING CLASSES DATA ENTRY BY DEPARTMENT/SCHOOLS TO THE REGISTRAR | 1/15/2016 | 8/12/2016 | 12/2/2016 | 12/2/2016 | 12/2/2016 |
| COURSE OFFERINGS AVAILABLE ON WEB | 2/22/2016 | 9/6/2016 | 1/9/2017 | 1/9/2017 | 1/9/2017 |
| REGISTRATION APPOINTMENT AVAILABLE IN STUDENT CENTER | 3/9/2016 | 10/12/2016 | n/a | n/a | n/a |
| ACADEMIC ADVISING BEGINS | 3/14/2016 | 10/17/2016 | n/a | n/a | n/a |
| TEXTBOOK SYSTEM SHOULD BE UPDATED TO THE MAXIMUM EXTENT PRACTICABLE | 3/21/2016 | 10/24/2016 | 2/13/2017 | 2/13/2017 | 2/13/2017 |
| PRIORITY REGISTRATION BEGINS | 3/21/2016 | 10/24/2016 | 2/13/2017 | 2/13/2017 | 2/13/2017 |
| REGISTRATION AVAILABLE - OPEN REGISTRATION | 4/9/2016 | 11/15/2016 | 2/13/2017 | 2/13/2017 | 2/13/2017 |
| LEARNING COMMUNITY BREAKOUT FROM LC CLUSTER TO CLASSES | 6/28/2016 | N/A | N/A | N/A | N/A |
| MASTER CURRICULUM FILE UPDATED AND EMAIL TO ACADEMIC COLLEGES, REGIONAL CAMPUSES AND DEPARTMENTS | 7/5/2016 | 1/2/2017 | 4/28/2017 | 4/28/2017 | 4/28/2017 |
| EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH / READ CATALOG #1 (1 week before classes) | 8/15/2016 | 1/3/2017 | 5/1/2017 | 5/1/2017 | 6/19/2017 |
| REQUISITE DROP | 8/18/2016 | 1/5/2017 | 5/4/2017 | 5/4/2017 | 5/4/2017 |
| EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH / READ CATALOG #2 (First day of classes) | 8/22/2016 | 1/9/2017 | 5/8/2017 | 5/8/2017 | 6/26/2017 |
| CLASSES BEGIN -ATHENS & REGIONAL CAMPUSES | 8/22/2016 | 1/9/2017 | 5/8/2017 | 5/8/2017 | 6/26/2017 |
| GRADUATION APPLICATION AVAILABLE | 8/22/2016 | 1/9/2017 | 5/8/2017 | 5/8/2017 | 5/8/2017 |
| EMAIL: TO STUDENTS - GRADUATION APPLICATION IS AVAILABLE | 8/22/2016 | 1/9/2017 | 5/8/2017 | 5/8/2017 | 5/8/2017 |
| LAST DAY TO ADD A CLASS (WITHOUT INSTRUCTOR APPROVAL - Fall, Spring, & FULL Summer) | 8/26/2016 | 1/13/2017 | 5/12/2016 | 5/12/2017 | 6/30/2017 |
| EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH / READ CATALOG #3 (1 day prior to last day to Register) | 9/1/2016 | 1/19/2017 | 5/11/2017 | 5/18/2017 | 6/29/2017 |

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|---|---|---|---|---|---|
| LAST DAY TO ADD A CLASS (INSTRUCTOR PERMISSION REQUIRED) | 9/2/2016 | 1/20/2017 | 5/12/2017 | 5/19/2017 | 6/30/2017 |
| REVIEW ADVISEE LIST TO UPDATE ADVISORS, ENSURE STUDENTS ARE IN ACTIVE PROGRAMS. | 9/2/2016 | 1/20/2017 | 5/12/2017 | 5/19/2017 | 6/30/2017 |
| CLASSES DROPPED WILL REFLECT GRADE WP/WF ON STUDENT'S ACADEMIC RECORD. NO FEE ADJUSTMENT | 9/3/2016 | 1/21/2017 | 5/13/2017 | 5/20/2017 | 7/1/2017 |
| PASS/FAIL FORMS DUE TO THE REGISTRAR | 9/6/2012 | 1/20/2017 | 5/22/2017 | 5/22/2017 | 6/30/2017 |
| EMAIL: FERPA NOTIFICATION TO STUDENTS (2 business days after end of registration) | 9/7/2016 | 1/24/2017 | N/A | 5/23/2017 | N/A |
| PASS/FAIL AUDIT SENT TO COLLEGES | 9/8/2016 | 1/26/2017 | 5/25/2017 | 5/25/2017 | 7/6/2017 |
| EMAIL: UPDATE EMERGENCY CONTACT TO STUDENTS (2 days after FERPA email) | 9/9/2016 | 1/26/2017 | N/A | 5/25/2017 | N/A |
| PASS/FAIL CORRECTED AUDIT RETURNED TO REGISTRAR | 9/13/2016 | 1/31/2017 | 5/29/2017 | 5/29/2017 | 7/18/2017 |
| CORRECTED PASS/FAIL FOR CURRENT TERM AUDIT TO DEANS AND PASS/FAIL REPORTS FOR PREVIOUS TERMS WITH GRADES TO DEANS | 9/15/2016 | 2/2/2017 | 6/1/2017 | 6/1/2017 | 7/20/2017 |
| EMAIL: FINAL REMINDER OF GRADUATION APPLICATION DEADLINE (1 business day prior to deadline) | 9/23/2016 | 2/10/2017 | 7/7/2017 | 7/7/2017 | 7/7/2017 |
| MEMO TO DEPARTMENTS & ADMINISTRATIVE OFFICES - FINAL EXAM-COMBINED SECTIONS | 9/26/2016 | 2/13/2017 | N/A | N/A | N/A |
| GRADUATION – APPLICATION DEADLINE | 9/26/2016 | 2/13/2017 | 7/10/2017 | 7/10/2017 | 7/10/2017 |
| COMMENCEMENT PROGRAM PREVIOUS EDUCATION REPORT TO TAD OFFICE | 9/30/2016 | 2/17/2016 | N/A | 7/14/2017 | N/A |
| DARS PRIORITY REGISTRATION PROCESSING BEGINS, PROGRAM UPDATES, ADVISOR ASSIGNMENTS, HOLDS AND TRANSFER EQUIVALENCIES SHOULD BE COMPLETED BY 5:00 P.M. | 10/4/2016 | 3/7/2017 | N/A | N/A | N/A |
| PRELIMINARY IP DARS TO DEANS FOR GRADUATION CANDIDATES | 10/4/2016 | 2/22/2017 | N/A | 7/18/2017 | N/A |
| CHANGE OF COLLEGE-LAST DAY TO PROCESS FOR CURRENT TERM | 10/7/2016 | 2/24/2017 | 6/23/2017 | 6/23/2017 | 6/23/2017 |
| EMAIL: STUDENTS ENROLLED FOR CLASSES STARTING MID-SEMESTER (Friday of 7th week of semester) | 10/7/2016 | 2/24/2017 | N/A | N/A | N/A |
| DARS FOR PRIORITY REGISTRATION AVAILABLE FOR DELIVERY BY PRINTING RESOURCES | 10/10/2016 | 3/13/2017 | N/A | N/A | N/A |

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| EMAIL: STUDENTS ENROLLMENT APPOINTMENT TIME / REVIEW YOUR DARS (Wednesday prior to advising) | 10/12/2016 | 3/15/2017 | N/A | N/A | N/A |
| EMAIL: FACULTY - FINAL EXAM & GRADE DEADLINE (3 weeks after combined sections memo from Tasha) | 10/17/2016 | 3/13/2017 | N/A | 7/3/2017 | N/A |
| LAST DAY TO WITHDRAW FROM AN INDIVIDUAL CLASS ON STUDENT'S SCHEDULE. WP/WF GRADE ASSIGNED. NO FEE ADJUSTMENT | 10/28/2016 | 3/24/2017 | 6/9/2017 | 7/14/2017 | 7/28/2017 |
| COMMENCEMENT PROGRAM UPDATED PREVIOUS EDUCATION REPORT TO REGISTRAR (TAD OFFICE SUPPLIES THIS INFORMATION) | 10/30/2016 | 3/25/2017 | N/A | 9/15/2017 | N/A |
| EMAIL: TO INSTRUCTORS - GRADING SYSTEM AVAILABLE (day before last day of classes, after 5pm) | 12/1/2016 | 4/20/2017 | 6/22/2017 | 8/10/2017 | 8/10/2017 |
| LAST DAY TO WITHDRAW FROM THE UNIVERSITY | 12/2/2016 | 4/21/2017 | 6/23/2017 | 8/11/2017 | 8/11/2017 |
| GRADING SYSTEM AVAILABLE (flexibly scheduled classes are available for grading on the last day of class, all other classes are available for grading on date stated) | 12/2/2016 | 4/24/2017 | 6/19/2017 | 8/7/2017 | 8/7/2017 |
| | 6:00 p.m. | 10:00 a.m. | 8:00 a.m. | 8:00 a.m. | 8:00 a.m. |
| SEMESTER CLOSING | 12/10/2016 | 4/29/2017 | 6/24/2017 | 8/12/2017 | 8/12/2017 |
| DEGREE CONFERRAL DATES | 12/10/2016 | 4/28/2017 (Graduate)<br>4/29/2017 (Undergrad)<br>5/6/2017 (Medical) | 8/12/2017 | 8/12/2017 | 8/12/2017 |
| GRADE DEADLINE -END OF TERM GRADES DUE BY 12:00 NOON | 12/14/2016 | 5/3/2017 | 6/28/2017 | 8/16/2017 | 8/16/2017 |
| | Noon | Noon | Noon | Noon | Noon |
| PROBATION REVIEW OPEN FOR DEAN'S REVIEW | 12/14/2016 | 5/3/2017 | N/A | 8/16/2017 | N/A |
| EMAIL: TO STUDENTS - GRADES AVAILABLE IN MY OHIO STUDENT CENTER | 12/15/2016 | 5/4/2017 | 6/29/2017 | 8/17/2017 | 8/17/2017 |
| ACADEMIC DEAN'S PROBATION REVIEW DEADLINE | 12/16/2016 | 5/5/2017 | N/A | 8/18/2017 | N/A |
| | 5:00 PM | 5:00 PM | N/A | 5:00 PM | N/A |
| CANDIDATE DARS WITH GRADES FOR DEAN'S REVIEW | 12/16/2016 | 5/8/2017 | N/A | 8/18/2017 | N/A |
| CANDIDATES CONFER/DENY REPORT TO DEANS | 12/16/2016 | 5/5/2017 | 8/18/2017 | 8/18/2017 | 8/18/2017 |
| EMAIL: TO STUDENTS - PROBATION STATUS AVAILABLE IN MY OHIO STUDENT CENTER | 12/19/2016 | 5/8/2017 | N/A | 8/21/2017 | N/A |
| FINAL PROBATION REPORTS AVAILABLE IN OBI | 12/19/2016 | 5/8/2017 | N/A | 8/21/2017 | N/A |
| OFFICIAL TRANSCRIPTS FOR CURRENT TERM GRADES AVAILABLE | 12/19/2016 | 5/8/2017 | 7/3/2017 | 8/21/2017 | 8/21/2017 |
| CONFER/DENY REPORT RETURNED TO REGISTRAR'S OFFICE | 1/3/2017 | 5/12/2017 | 8/25/2017 | 8/25/2017 | 8/25/2017 |
| DROP FUTURE ENROLLMENT FOR STUDENTS ACADEMICALLY DISMISSED AFTER LAST TERM | 1/5/2017 | 5/11/2017 | 5/11/2017 | 5/11/2017 | 5/11/2017 |

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|---|---|---|---|---|---|
| EMAIL: I TO F GRADE LAPSE WARNING (Brenda Cox) | 1/6/2017 | 8/18/2017 | 8/18/2017 | 8/18/2017 | 8/18/2017 |
| FINAL CONFER/DENY REPORT FOR STUDENTS ON HOLD RETURNED TO REGISTRAR | 1/10/2017 | 5/19/2017 | 9/1/2017 | 9/1/2017 | 9/1/2017 |
| DEPARTMENTAL HONORS LIST TO REGISTRAR | 1/10/2017 | 3/1/2017 | 9/1/2017 | 9/1/2017 | 9/1/2017 |
| DEGREE BEARING TRANSCRIPTS AND DEGREE VERIFICATION LETTERS AVAILABLE | 1/13/2017 | 5/26/2017 | 9/8/2017 | 9/8/2017 | 9/8/2017 |
| INCOMPLETES CHANGE DEADLINE (SPECIAL GRADE REPORTS OR REQUEST FOR EXTENSION OF TIME MUST BE IN THE REGISTRAR'S OFFICE) | 1/20/2017 | 9/1/2017 | 9/1/2017 | 9/1/2017 | 9/1/2017 |
| I TO F GRADE LAPSE PROCESS | 1/20/2017 | 9/1/2017 | 9/1/2017 | 9/1/2017 | 9/1/2017 |
| DEAN'S LIST FINAL REPORT | 1/30/2017 | 5/26/2017 | 9/11/2017 | 9/11/2017 | 9/11/2017 |
| BEGIN MAILING DIPLOMAS (STUDENTS RECEIVE AN EMAIL ALERTING THEM TO THE ARRIVAL OF THEIR DIPLOMA AND ADVISING THEM CEDIPLOMAS ARE AVAILABLE) | 1/30/2017 | 6/9/2017 | 9/22/2017 | 9/22/2017 | 9/22/2017 |