

OHIO UNIVERSITY  
OFFICE OF THE UNIVERSITY REGISTRAR  
Production Calendar for Athens and Regional Campuses 2018-2019

Description	Fall 2018-2019	Spring 2018-2019	1st Summer 2018-2019	Full Summer 2018-2019	2nd Summer 2018-2019
SCHEDULE AVAILABLE TO DEPARTMENTS IN ASTRA	9/22/2017	4/12/2018	8/13/2018	8/13/2018	8/13/2018
FIRST PRIORITY DEADLINE FOR 99-SEAT OR MORE CLASSROOM REQUESTS	11/3/2017	6/8/2018	9/28/2018	9/28/2018	9/28/2018
DATA ENTRY DEADLINE FOR A&S, ENT, HSP FOR SCHEDULING CLASSES	12/15/2017	7/20/2018	11/13/2018	11/13/2018	11/13/2018
TEXTBOOK SYSTEM AVAILABLE FOR ENTERING TEXTBOOK AND MATERIALS	1/3/2018	8/6/2018	11/26/2018	11/26/2018	11/26/2018
DEADLINE FOR SCHEDULING CLASSES DATA ENTRY BY DEPARTMENT/SCHOOLS TO THE REGISTRAR	1/12/2018	8/10/2018	11/30/2018	11/30/2018	11/30/2018
COURSE OFFERINGS AVAILABLE ON WEB	2/26/2018	9/4/2018	1/7/2019	1/7/2019	1/7/2019
REGISTRATION APPOINTMENT AVAILABLE IN STUDENT CENTER	3/20/2018	10/16/2018	n/a	n/a	n/a
ACADEMIC ADVISING BEGINS	3/26/2018	10/22/2018	n/a	n/a	n/a
TEXTBOOK SYSTEM SHOULD BE UPDATED TO THE MAXIMUM EXTENT PRACTICABLE	4/2/2018	10/29/2018	2/18/2019	2/18/2019	2/18/2019
PRIORITY REGISTRATION BEGINS	4/2/2018	10/29/2018	n/a	n/a	n/a
REGISTRATION AVAILABLE - OPEN REGISTRATION	4/21/2018	11/20/2018	2/18/2019	2/18/2019	2/18/2019
LEARNING COMMUNITY BREAKOUT FROM LC CLUSTER TO CLASSES	7/3/2018	n/a	n/a	n/a	n/a
MASTER CURRICULUM FILE UPDATED AND EMAIL TO ACADEMIC COLLEGES, REGIONAL CAMPUSES AND DEPARTMENTS	7/2/2018	1/2/2019	5/3/2019	5/3/2019	5/3/2019
EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH /READ CATALOG #1 (1 week before classes)	8/20/2018	1/7/2019	5/6/2019	5/6/2019	6/24/2019
REQUISITE DROP	8/23/2018	1/10/2019	5/9/2019	5/9/2019	5/9/2019
EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH /READ CATALOG #2 (First day of classes)	8/27/2018	1/14/2019	5/13/2019	5/13/2019	7/1/2019
CLASSES BEGIN - ATHENS & REGIONAL CAMPUSES	8/27/2018	1/14/2019	5/13/2019	5/13/2019	7/1/2019
GRADUATION APPLICATION AVAILABLE	8/27/2018	1/14/2019	5/13/2019	5/13/2019	5/13/2019
EMAIL: TO STUDENTS - GRADUATION APPLICATION IS AVAILABLE	8/27/2018	1/14/2019	N/A	5/13/2019	N/A
LAST DAY TO ADD A CLASS (WITHOUT INSTRUCTOR APPROVAL - Fall, Spring, & Full Summer)	8/31/2018	1/18/2019	5/17/2019	5/17/2019	7/5/2019

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EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH /READ CATALOG #3 (1 day prior to last day to Register)	9/6/2018	1/24/2019	5/16/2019	5/23/2019	7/3/2019
LAST DAY TO ADD A CLASS (INSTRUCTOR PERMISSION REQUIRED)	9/7/2018	1/25/2019	5/17/2019	5/24/2019	7/5/2019
REVIEW ADVISEE LIST TO UPDATE ADVISORS, ENSURE STUDENTS ARE IN ACTIVE PROGRAMS.	9/7/2018	1/18/2019	5/17/2019	5/17/2019	7/5/2019
CLASSES DROPPED WILL REFLECT GRADE WP/WF/WN ON STUDENT'S ACADEMIC RECORD. NO FEE ADJUSTMENT	9/8/2018	1/26/2019	5/18/2018	5/25/2019	7/6/2019
PASS/FAIL FORMS DUE FROM COLLEGE TO THE REGISTRAR	9/10/2018	1/28/2019	5/20/2019	5/28/2019	7/8/2019
EMAIL: FERPA NOTIFICATION TO STUDENTS (3 business days after end of registration)	9/12/2018	1/30/2019	N/A	5/29/2019	N/A
EMAIL: UPDATE EMERGENCY CONTACT TO STUDENTS (2 days after FERPA email)	9/14/2018	2/1/2019	N/A	5/31/2019	N/A
CORRECTED PASS/FAIL FOR CURRENT TERM AUDIT TO DEANS AND PASS/FAIL REPORTS FOR PREVIOUS TERMS WITH GRADES TO DEANS	9/20/2018	2/7/2019	6/6/2019	6/6/2019	7/18/2019
EMAIL: FINAL REMINDER OF GRADUATION APPLICATION DEADLINE (1 business day prior to deadline)	9/28/2018	2/15/2019	7/12/2019	7/12/2019	7/12/2019
MEMO TO DEPARTMENTS & ADMINISTRATIVE OFFICES - FINAL EXAM-COMBINED SECTIONS	10/1/2018	2/18/2019	n/a	n/a	n/a
GRADUATION – APPLICATION DEADLINE	10/1/2018	2/18/2019	7/15/2019	7/15/2019	7/15/2019
COMMENCEMENT PROGRAM PREVIOUS EDUCATION REPORT TO TAD OFFICE	10/8/2018	2/25/2019	7/22/2019	7/22/2019	7/22/2019
PRELIMINARY IP DARS TO DEANS FOR GRADUATION CANDIDATES	10/9/2018	2/27/2019	n/a	7/23/2019	n/a
DARS PRIORITY REGISTRATION PROCESSING BEGINS, PROGRAM UPDATES, ADVISOR ASSIGNMENTS, HOLDS AND TRANSFER EQUIVALENCIES SHOULD BE COMPLETED BY 5:00 P.M.	10/9/2018	3/12/2019	n/a	n/a	n/a
CHANGE OF COLLEGE/MAJOR-LAST DAY TO PROCESS FOR CURRENT TERM	10/12/2018	3/1/2019	6/28/2019	6/28/2019	6/28/2019

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EMAIL: STUDENTS ENROLLED FOR CLASSES STARTING MID-SEMESTER (Friday of 7th week of semester)	10/12/2018	3/1/2019	n/a	n/a	n/a
EMAIL: STUDENTS ENROLLMENT APPOINTMENT TIME / REVIEW YOUR DARS (Wednesday prior to advising)	10/17/2018	3/20/2019	n/a	n/a	n/a
EMAIL: FACULTY - FINAL EXAM & GRADE DEADLINE (3 weeks after combined sections memo from Vicki Dornbush) (8th week of semester)	10/22/2018	3/11/2019	n/a	n/a	n/a
LAST DAY TO WITHDRAW FROM AN INDIVIDUAL CLASS ON STUDENT'S SCHEDULE. WP/WF/WN GRADE ASSIGNED. NO FEE ADJUSTMENT	11/2/2018	4/26/2019	6/14/2019	7/19/2019	8/2/2019
COMMENCEMENT PROGRAM UPDATED PREVIOUS EDUCATION REPORT TO REGISTRAR (TAD OFFICE SUPPLIES THIS INFORMATION)	10/31/2018	3/30/2019	n/a	10/1/2019	n/a
EMAIL: TO INSTRUCTORS - GRADING SYSTEM AVAILABLE (day before last day of classes, after 5pm for Fall & Spring only; 3 days prior for summer)	12/7/2018	4/26/2019	6/21/2019	8/9/2019	8/9/2019
LAST DAY TO WITHDRAW FROM THE UNIVERSITY	12/7/2018	4/26/2019	6/28/2019	8/16/2019	8/16/2019
GRADING SYSTEM AVAILABLE @ 10:00 AM (flexibly scheduled classes are available for grading on the last day of class, all other classes are available for grading on date stated)	12/10/2018	4/29/2019	6/24/2019	8/12/2019	8/12/2019
SEMESTER CLOSING	12/15/2018	5/4/2019	6/29/2019	8/17/2019	8/17/2019
DEGREE CONFERRAL DATES	12/15/2018	5/3/2019 (Graduate) 5/4/2019 (Undergraduate) 5/11/2019 (Medical)	8/17/2019	8/17/2019	8/17/2019
GRADE DEADLINE -END OF TERM GRADES DUE BY 12:00 NOON	12/19/2018	5/8/2019	7/3/2019	8/21/2019	8/21/2019
PROBATION REVIEW OPEN FOR DEAN'S REVIEW	12/19/2018	5/8/2019	n/a	8/21/2019	n/a
EMAIL: TO STUDENTS - GRADES AVAILABLE IN MY OHIO STUDENT CENTER	12/20/2018	5/9/2019	7/5/2019	8/22/2019	8/22/2019
ACADEMIC DEAN'S PROBATION REVIEW DEADLINE	12/21/2018	5/10/2018	n/a	8/23/2019	n/a
CANDIDATE DARS WITH GRADES FOR DEAN'S REVIEW	12/21/2018	5/10/2019	n/a	8/23/2019	n/a
CANDIDATES CONFER/DENY REPORT TO DEANS	12/21/2018	5/10/2019	8/23/2019	8/23/2019	8/23/2019

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EMAIL: TO STUDENTS - PROBATION STATUS AVAILABLE IN MY OHIO STUDENT CENTER	12/24/2018	5/13/2019	N/A	8/26/2019	N/A
FINAL PROBATION REPORTS AVAILABLE IN OBI	12/24/2018	5/13/2019	N/A	8/26/2019	N/A
OFFICIAL TRANSCRIPTS FOR CURRENT TERM GRADES AVAILABLE	12/24/2018	5/13/2019	7/8/2019	8/26/2019	8/26/2019
DROP FUTURE ENROLLMENT FOR STUDENTS ACADEMICALLY DISMISSED AFTER LAST TERM	1/3/2019	5/16/2019	9/5/2019	9/5/2019	9/5/2019
CONFER/DENY REPORT RETURNED TO REGISTRAR'S OFFICE	1/7/2019	5/17/2019	8/30/2019	8/30/2019	8/30/2019
EMAIL: I TO F GRADE LAPSE WARNING(Brenda Cox)	1/4/2019	8/22/2019	8/22/2019	8/22/2019	8/22/2019
FINAL CONFER/DENY REPORT FOR STUDENTS ON HOLD RETURNED TO REGISTRAR	1/14/2019	5/24/2019	9/6/2019	9/6/2019	9/6/2019
DEPARTMENTAL HONORS LIST TO REGISTRAR	1/14/2019	5/24/2019	9/6/2019	9/6/2019	9/6/2019
DEGREE BEARING TRANSCRIPTS AND DEGREE VERIFICATION LETTERS AVAILABLE	1/18/2019	5/31/2019	9/16/2019	9/16/2019	9/16/2019
INCOMPLETE GRADE CHANGE DEADLINE (SPECIAL GRADE REPORTS OR REQUEST FOR EXTENSION OF TIME MUST BE IN THE REGISTRAR'S OFFICE) <b>NOTE: GRADUATION CANDIDATES MUST HAVE INCOMPLETE GRADES RESOLVED BY THE END OF THE TERM IN WHICH THEY WILL GRADUATE</b>	1/25/2019	9/6/2019	9/6/2019	9/6/2019	9/6/2019
I TO F GRADE LAPSE PROCESS	1/25/2019	9/6/2019	9/6/2019	9/6/2019	9/6/2019
DEAN'S LIST FINAL REPORT	2/1/2019	5/31/2019	9/13/2019	9/13/2019	9/13/2019
BEGIN MAILING DIPLOMAS (STUDENTS RECEIVE AN EMAIL ALERTING THEM TO THE ARRIVAL OF THEIR DIPLOMA AND ADVISING THEM CEDIPLOMAS ARE AVAILABLE)	2/1/2019	6/14/2019	9/27/2019	9/27/2019	9/27/2019