

**OHIO UNIVERSITY  
OFFICE OF THE UNIVERSITY REGISTRAR  
Production Calendar for Athens and Regional Campuses 2019-2020**

<b>Description</b>	<b>Fall Semester 2019-2020</b>	<b>Spring Semester 2019-2020</b>	<b>First Summer Session 2019- 2020</b>	<b>Full Summer 2019-2020</b>	<b>Second Summer Session 2019- 2020</b>
SCHEDULE AVAILABLE TO DEPARTMENTS IN ASTRA	9/24/2018	4/12/2019	8/12/2019	8/12/2019	8/12/2019
FIRST PRIORITY DEADLINE FOR 99-SEAT OR MORE CLASSROOM REQUESTS	11/2/2018	6/7/2019	9/27/2019	9/27/2019	9/27/2019
DATA ENTRY DEADLINE FOR A&S, ENT, HSP FOR SCHEDULING CLASSES	12/14/2018	7/19/2019	11/12/2019	11/12/2019	11/12/2019
TEXTBOOK SYSTEM AVAILABLE FOR ENTERING TEXTBOOK AND MATERIALS	1/2/2019	8/5/2019	11/25/2019	11/25/2019	11/25/2019
DEADLINE FOR SCHEDULING CLASSES DATA ENTRY BY DEPARTMENT/SCHOOLS TO THE REGISTRAR	1/11/2019	8/9/2019	11/29/2019	11/29/2019	11/29/2019
COURSE OFFERINGS AVAILABLE ON WEB	2/25/2019	9/3/2019	1/6/2020	1/6/2020	1/6/2020
REGISTRATION APPOINTMENT AVAILABLE IN STUDENT CENTER	3/19/2019	10/15/2019	N/A	N/A	N/A
ACADEMIC ADVISING BEGINS	3/25/2019	10/21/2019	N/A	N/A	N/A
TEXTBOOK SYSTEM SHOULD BE UPDATED TO THE MAXIMUM EXTENT PRACTICABLE	4/1/2019	10/28/2019	2/17/2020	2/17/2020	2/17/2020
PRIORITY REGISTRATION BEGINS	4/1/2019	10/28/2019	N/A	N/A	N/A
REGISTRATION AVAILABLE - OPEN REGISTRATION	4/27/2019	11/19/2019	2/17/2020	2/17/2020	2/17/2020
LEARNING COMMUNITY BREAKOUT FROM LC CLUSTER TO CLASSES	7/2/2019	N/A	N/A	N/A	N/A
MASTER CURRICULUM FILE UPDATED AND EMAIL TO ACADEMIC COLLEGES, REGIONAL CAMPUSES AND DEPARTMENTS	7/1/2019	2/2/2020	5/4/2020	5/4/2020	5/4/2020
EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH /READ CATALOG #1 (1 week before classes)	8/19/2019	1/6/2020	5/4/2020	5/4/2020	6/22/2020
REVIEW ADVISEE LIST TO UPDATE ADVISORS, ENSURE STUDENTS ARE IN ACTIVE PROGRAMS.	8/19/2019	1/6/2020	5/4/2020	5/4/2020	6/27/2020
REQUISITE DROP	5/23/2019 8/22/2019	1/9/2020	5/7/2020	5/7/2020	5/7/2020
EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH /READ CATALOG #2 (First day of classes)	8/26/2019	1/13/2020	5/11/2020	5/11/2020	6/29/2020
CLASSES BEGIN - ATHENS & REGIONAL CAMPUSES	8/26/2019	1/13/2020	5/11/2020	5/11/2020	6/29/2020

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GRADUATION APPLICATION AVAILABLE	8/26/2019	1/13/2020	Same as Full Summer Session	5/11/2020	Same as Full Summer Session
EMAIL: TO STUDENTS - GRADUATION APPLICATION IS AVAILABLE	8/26/2019	1/13/2020	Same as Full Summer Session	5/11/2020	Same as Full Summer Session
LAST DAY TO ADD A CLASS (WITHOUT INSTRUCTOR APPROVAL - Fall, Spring, & Full Summer)	8/30/2019	1/17/2020	5/15/2020	5/15/2020	7/2/2020
EMAIL: REMINDER TO STUDENTS - REVIEW CLASS SCHEDULE / 15 to FINISH /READ CATALOG #3 (1 day prior to last day to Register)	9/5/2019	1/23/2020	5/14/2020	5/21/2020	7/1/2020
LAST DAY TO ADD A CLASS (INSTRUCTOR PERMISSION REQUIRED)	9/6/2019	1/24/2020	5/15/2020	5/22/2020	7/6/2020
CLASSES DROPPED WILL REFLECT GRADE WP/WF/WN ON STUDENT'S ACADEMIC RECORD. NO FEE ADJUSTMENT	9/7/2019	1/25/2020	5/16/2020	5/23/2020	7/3/2020
PASS/FAIL FORMS DUE FROM COLLEGE TO THE REGISTRAR (Monday following the last day to apply for P/F)	9/9/2019	1/27/2020	5/18/2020	5/26/2020	7/6/2019
EMAIL: FERPA NOTIFICATION TO STUDENTS (3 business days after end of registration)	9/11/2019	1/29/2020	N/A	5/27/2020	N/A
EMAIL: UPDATE EMERGENCY CONTACT TO STUDENTS (2 days after FERPA email)	9/13/2019	1/31/2020	N/A	5/29/2020	N/A
CORRECTED PASS/FAIL FOR CURRENT TERM AUDIT TO DEANS AND PASS/FAIL REPORTS FOR PREVIOUS TERMS WITH GRADES TO DEANS	9/19/2019	2/6/2020	6/4/2020	6/4/2020	7/16/2020
EMAIL: FINAL REMINDER OF GRADUATION APPLICATION DEADLINE (1 business day prior to deadline)	9/27/2019	2/14/2020	Same as Full Summer Session	7/10/2020	Same as Full Summer Session
MEMO TO DEPARTMENTS & ADMINISTRATIVE OFFICES - FINAL EXAM-COMBINED SECTIONS	9/30/2019	2/17/2020	6/15/2020	6/15/2020	6/15/2020
GRADUATION – APPLICATION DEADLINE	9/30/2019	2/17/2020	7/13/2020	7/13/2020	7/13/2020
COMMENCEMENT PROGRAM PREVIOUS EDUCATION REPORT TO TAD OFFICE	10/1/2019	2/20/2018	N/A	7/20/2020	N/A
PRELIMINARY IP DARS TO DEANS FOR GRADUATION CANDIDATES	10/8/2019	2/26/2020	N/A	7/21/2020	N/A

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DARS PRIORITY REGISTRATION PROCESSING BEGINS, PROGRAM UPDATES, ADVISOR ASSIGNMENTS, HOLDS AND TRANSFER EQUIVALENCIES SHOULD BE COMPLETED BY 5:00 P.M.	10/16/2019	3/18/2020	N/A	N/A	N/A
CHANGE OF COLLEGE/MAJOR-LAST DAY TO PROCESS FOR CURRENT TERM	10/11/2019	2/28/2020	6/26/2020	6/26/2020	6/26/2020
EMAIL: STUDENTS ENROLLED FOR CLASSES STARTING MID-SEMESTER (Friday of 7th week of semester)	10/11/2019	2/28/2020	N/A	N/A	N/A
EMAIL: STUDENTS ENROLLMENT APPOINTMENT TIME / REVIEW YOUR DARS (Wednesday prior to advising)	3/20/2019	10/16/2019	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)	10/22/2019	3/10/2020	N/A	N/A	N/A
COMMENCEMENT PROGRAM UPDATED PREVIOUS EDUCATION REPORT TO REGISTRAR (TAD OFFICE SUPPLIES THIS INFORMATION)	10/30/2019	3/25/2020	N/A	10/1/2020	N/A
LAST DAY TO WITHDRAW FROM AN INDIVIDUAL CLASS ON STUDENT'S SCHEDULE. WP/WF/WN GRADE ASSIGNED. NO FEE ADJUSTMENT	11/1/2019	3/27/2020	6/12/2020	7/17/2020	7/31/2020
EMAIL: TO INSTRUCTORS - GRADING SYSTEM AVAILABLE (day before last day of classes, after 5pm for Fall & Spring only; 3 days prior for summer)	12/6/2019	4/24/2020	6/19/2020	8/7/2020	8/7/2020
LAST DAY TO WITHDRAW FROM THE UNIVERSITY	12/6/2019	4/24/2020	6/26/2020	8/14/2020	8/14/2020
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)	12/9/2019	4/27/2020	6/22/2020	8/10/2020	8/10/2020
SEMESTER CLOSING	12/14/2019	5/2/2020	6/27/2020	8/15/2020	8/15/2020
DEGREE CONFERRAL DATES	12/14/2019	5/1/2020 (Graduate) 5/2/2020 (Undergraduate) 5/09/2020 (Medical)	N/A	8/15/2020	N/A
GRADE DEADLINE -END OF TERM GRADES DUE BY 12:00 NOON	12/18/2019	5/6/2020	7/1/2020	8/19/2020	8/19/2020

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PROBATION REVIEW OPEN FOR DEAN'S REVIEW	12/18/2019	5/6/2020	N/A	8/19/2020	N/A
EMAIL: TO STUDENTS - GRADES AVAILABLE IN MY OHIO STUDENT CENTER	12/19/2019	5/7/2020	7/2/2020	8/20/2020	8/20/2020
ACADEMIC DEAN'S PROBATION REVIEW DEADLINE	12/20/2019	5/8/2020	N/A	8/21/2020	N/A
CANDIDATE DARS WITH GRADES FOR DEAN'S REVIEW	12/20/2019	5/8/2020	N/A	8/21/2020	N/A
CANDIDATES CONFER/DENY REPORT TO DEANS	12/20/2019	5/8/2020	N/A	8/21/2020	N/A
EMAIL: TO STUDENTS - PROBATION STATUS AVAILABLE IN MY OHIO STUDENT CENTER	12/23/2019	5/11/2020	N/A	8/24/2020	N/A
FINAL PROBATION REPORTS AVAILABLE IN OBI	12/23/2019	5/11/2020	N/A	8/24/2020	N/A
OFFICIAL TRANSCRIPTS FOR CURRENT TERM GRADES AVAILABLE	12/23/2019	5/11/2020	7/6/2020	8/24/2020	8/24/2020
DROP FUTURE ENROLLMENT FOR STUDENTS ACADEMICALLY DISMISSED AFTER LAST TERM (FIRST THURSDAY OF TERM EXCEPT IN SPRING THEN THURSDAY BEFORE THE START OF THE TERM)	8/29/2019	1/9/2020	5/14/2020	5/14/2020	5/14/2020
CONFER/DENY REPORT RETURNED TO REGISTRAR'S OFFICE	1/6/2020	5/15/2020	N/A	8/28/2020	N/A
EMAIL: I TO F GRADE LAPSE WARNING(Brenda Cox)	1/10/2020	8/14/2020	8/14/2020	8/14/2020	8/14/2020
FINAL CONFER/DENY REPORT FOR STUDENTS ON HOLD RETURNED TO REGISTRAR	1/13/2020	5/22/2020	N/A	9/4/2020	N/A
DEPARTMENTAL HONORS LIST TO REGISTRAR	1/13/2020	5/22/2020	N/A	9/4/2020	N/A
DEGREE BEARING TRANSCRIPTS AND DEGREE VERIFICATION LETTERS AVAILABLE	1/20/2020	6/1/2020	N/A	9/14/2020	N/A
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>	1/24/2020	9/4/2020	9/4/2020	9/4/2020	9/4/2020
I TO F GRADE LAPSE PROCESS	1/24/2020	9/4/2020	9/4/2020	9/4/2020	9/4/2020
DEAN'S LIST FINAL REPORT	1/31/2020	5/29/2020	N/A	9/11/2020	N/A

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BEGIN MAILING DIPLOMAS (STUDENTS RECEIVE AN EMAIL ALERTING THEM TO THE ARRIVAL OF THEIR DIPLOMA AND ADVISING THEM CEDIPLOMAS ARE AVAILABLE)	2/10/2020	6/15/2020	N/A	10/1/2020	N/A