

## CALENDAR

### **August**

Registration for incoming students

One Stop Orientation for Incoming Students

Check minimum class enrollment – or cancel classes

Prepare for transfer credit evaluation when available

Incoming Graduate Center Fellows should be assigned to their Grad B service assignments for fall

Be aware of important student deadlines – last day to apply for LOA; add/drop deadline; change of status deadline; deposit deadlines (See [Academic Calendar](#) each semester for exact dates.)

### **September**

Start scheduling courses for following academic year: solicit scheduling preferences for spring semester contacting subfield chairs (if applicable), then seek approval from campus chairs.

### **October**

Final Spring course schedule due to registrar and Provost's Office. Preliminary Fall Course schedule due.

Work with Provost's Office to contact 4<sup>th</sup> year fellows to find out if they are intending to apply for the WAC fellowship (5<sup>th</sup> year support.)

UF awards for Spring must be submitted by October 30<sup>th</sup>.

### **November**

If there are any changes to be made to the admissions process now is the time to confer with the Admissions Office.

Line up faculty for following academic year

Begin process of assigning first-year fellows to their second-year teaching assignments

### **December**

Assign first year fellows to teaching assignments for following Fall. (Due first week in December).

### **January**

Check course enrollment for spring semester

Be aware of important student deadlines – last day to apply for LOA; add/drop deadline; change of status deadline; deposit deadlines (See [Academic Calendar](#) each semester for exact dates.)

Mid January – Dissertation Fellowship Applications due (Provost's Office will ask for faculty reviewers.)

Late January – DSRG applications due. Only students in 2-6 year of program eligible. Application requires letter of support from a faculty member. Cannot receive it 2 years in a row.

### **February**

Program will receive Financial Aid Allocations for following year

Awards for the following Fall must be made by July 1

Start planning the Fall course schedule.

### **March**

Have conversations with your most highly ranked applicants. (Note: Applicants cannot be required to accept or decline a financial aid offer before April 15)

Final Fall course schedule is due to the Provost's Office/Registrar's Office on March 1<sup>st</sup>.

### **April**

April 15 is the admissions deadline for applicants to make their decisions

Follow up with campuses and fellows to be sure that all have assignments for following Fall.

Remind faculty about commencement attendance

### **May**

Registration for continuing students

Preliminary Spring course schedule due.

Graduation

Fulbright Competition opens – early September campus deadline

Start reminders for tuition remission for students teaching as adjuncts

### **June**

### **July**

UF awards for Fall must be submitted by July 1<sup>st</sup>.

July 1 Financial Aid awards due so that students can be paid on time.