Executive Officer Essentials Timeline

**August**
Tuition Remission for students teaching as adjuncts (reminders sent early in August and again just after classes begin.)

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 Spring semester: solicit scheduling preferences for spring semester contacting subfield chairs (if applicable), then seek approval from campus chairs.

**October**
Spring schedule is due to Provost’s Office and Registrar by October 1.

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

UF awards for Spring must be submitted by October 31.

**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**
Start sending out notices for tuition fellowships for students teaching as adjuncts (reminders sent early in December, January, and just after classes begin.)
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.)

Assign first year fellows to teaching assignments for following Fall.

1/15 – Dissertation Fellowship Applications due (Provost's Office will ask for faculty reviewers.)

1/31 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)

Fall course schedule is due to the Provost’s Office/Registrar’s Office on March 1

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

Graduation

Fulbright Competition opens – early September campus deadline

Start reminders for tuition remission for students teaching as adjuncts

June

July

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