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 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 30th.

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 1st.

**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 1st.

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