TIMELINE

August

Registration for incoming students.

One Stop Orientation for Incoming Students – website opens and new hire materials for doctoral students with graduate assistantships are sent out to incoming students in July. HR onboarding sessions begin in mid-August.

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, including last day to apply for LOA; add/drop deadline; change of status deadline; financial aid registration deadline; deposit deadlines. (See the registrar’s page and 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 if not already received for campus faculty.

October

Spring schedule is due to Provost’s Office and Registrar by October 15th.

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

Line up faculty for following academic year.

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

Programs electing to post advisement holds must notify the registrar’s office in November for Spring semester registration.

December

Program will receive Financial Aid Allocations for following year. (Nov-Dec)
January

Check course enrollments for spring semester.

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

Assign first year fellows to teaching assignments for following Fall.

January 15th – Dissertation Fellowship Applications due (Provost’s Office will ask for faculty reviewers.)

January 31st – 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.

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

February

UF Awards for the following Fall must be made by the second week of July.

Start planning the Fall course schedule.

Early Research Initiative Award Deadlines.

March

Fall course schedule is due to the Provost’s Office/Registrar’s Office on March 15th.

Programs electing to post advisement holds must notify the registrar’s office in March for fall registration.

April

April 15th 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

If there are any changes to be made to the admissions process now is the time to confer with the Admissions Office.
Any financial aid issues for the current academic year must be resolved by May 1st.

Registration for continuing students.

Graduation (May or June).

**June**

**July**

Second week of July – Financial Aid awards due so that students can be paid on time.