

Illinois State University
Office of the University Registrar
www.registrar.ilstu.edu
July-December, 2009 Calendar

Academic Records (309) 438-2198	Department Registration Support (309) 438-2505 (309) 438-8652 (Fax)	Student Service & Referral Center (309) 438-2188 (309) 438-8652 (Fax)
Evaluation Services (309) 438-2282 (309) 438-2338 (Fax)	Scheduling (309) 438-8680 (309) 438-8652 (Fax)	Veteran Services (309) 438-2207 (309) 438-7234 (Fax)
Transcripts (309) 438-2188 (309) 438-7023 (Fax)	Verifications (309) 438-2246	Undergraduate Catalog (309) 438-3183

2009 Date	Process	Activity
Friday, July 3	External/Administrative	Independence Day Observed
Friday, July 17	External/Testing	Deadline to register for Fall 2009 Proficiency Examination
	Registration	Registration and Program Change for Fall Semester concludes
Friday, July 31	Registration	Confirmation of Attendance responses for fall semester are due
Monday, August 3	Scheduling	Spring (101) schedules mailed to departments for the final proof
Friday, August 7	External/Administrative	Summer Session Ends
Saturday, August 8	Graduation	Degree granted date for 2009 Summer Session
Monday, August 10	Registration	Registration & Program Change begins for Fall, 7:00 a.m. – 10:00 p.m.; closed 5:00 p.m. on August 11 until 1:00 p.m. on August 12 for grade processing. It concludes Sunday, August 16.
Tuesday, August 11*	Grades	All grades are due to be submitted on the iCampus Portal Grade Submission System by 12:00 Noon. * The iCampus portal grade submission system is available the Friday after a course concludes and grades are due to be submitted two work days after course conclusion, but no later than August 11 at Noon.
	Grades	Grade and Census Processing for the Summer Session.
Wednesday, August 12	Grades	Summer Session Grades available online after 1:00 p.m.
	Graduation	Begin Final Audit on August 2009 Bachelor Degree candidates. Note: If same deficiencies remain from Preliminary audit, neither the student nor the department will be contacted. If deficiencies changed, the student will be sent a new deficiency statement (copy to department).
	Scheduling	Fall semester faculty assignments are due in the Office of Scheduling, 107 Moulton or enter via web.
Thursday, August 13	Grades	Mailing of grades to students registered for extension courses and any student that has requested grades be mailed to them.
	Scheduling	Final Summer (092) Section File sent to departments/schools
Friday, August 14	External/Testing	Proficiency Examination given at 1:00 p.m.
	Scheduling	Final updated course section file for summer session returned to the Office of Scheduling, 107 Moulton.
	Scheduling	Final proofed spring (101) schedules are returned to the Office of Scheduling, 107 Moulton.
Saturday, August 15	Registration	Registration & Program Change 7:00 a.m. – 4:00 p.m.
Sunday, August 16	Registration	Registration & Program Change open 12:00 noon – 4:00 p.m.
	Registration	Deadline to officially withdraw from the University and be eligible to receive a full refund

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Monday, August 17	External/Administrative	First Day of Classes
	Registration	Late Registration & Program Change 7:00 a.m. – 10:00 p.m.
Tuesday, August 18	Registration	Late Registration & Program Change 7:00 a.m. – 10:00 p.m.
Wednesday, August 19	Registration	Late Registration & Program Change 7:00 a.m. – 10:00 p.m.
Thursday, August 20	Registration	Late Registration & Program Change 7:00 a.m. – 10:00 p.m.
Friday, August 21	Registration	Late Registration & Program Change 7:00 a.m. – 10:00 p.m.
	Scheduling	Summer (102) class schedules sent to department/school
Saturday, August 22	Registration	Registration open for course drops and Department approved course adds. Registration override permission must be entered via the Registration Override System.
Sunday, August 23	Registration	Registration open for course drops and Department approved course adds. Registration override permission must be entered via the Registration Override System.
Monday, August 24	Registration	Registration open for course drops and Department approved course adds. Registration override permission must be entered via the Registration Override System.
Tuesday, August 25	Registration	Registration open for course drops and Department approved course adds. Registration override permission must be entered via the Registration Override System.
Wednesday, August 26	Registration	Registration open for course drops and Department approved course adds. Registration override permission must be entered via the Registration Override System.
	Scheduling	Departments proof spring (101) schedule copy in person, 9:00 a.m. – 4:00 p.m., Office of Scheduling 107 Moulton
Thursday, August 27	Registration	Registration open for course drops and Department approved course adds. Registration override permission must be entered via the Registration Override System.
Friday, August 28	Registration	Registration open for course drops and Department approved course adds. Registration override permission must be entered via the Registration Override System.
	Registration	Deadline to withdraw from a course with no withdrawal grade (WX) assigned
	Registration	Deadline to put a course on Credit/No Credit (Pass/Fail) or audit
	External/Administrative	Tenth Day of the semester
	Scheduling	Final Summer (092) Section File Update
Monday, August 31	External/Administrative	Census Enrollment Reporting (Fifteenth Calendar Day)
	Registration	Proficiency Examinations for Spring 2010 information and registration available
	Systems	Progress reports (SSA21) are run
	Registration	Deadline to withdraw from the University and be eligible to receive a refund of tuition and fees, Less a \$30.00 service charge
Tuesday, September 1	External/Graduate School	Deadline for graduate students planning to receive graduate degree in December to submit plan of study and file an application for completion of graduate degree in the Graduate School Office, Hovey 309.
Wednesday, September 2	SSRC	Tenth Day Progress Report (SSA21) available to academic departments
		Off-Campus fee reduction forms for Fall 2009 due
Friday, September 4	Graduation	Deadline for submission of materials (late grades, grade changes, transcripts, constitution exam scores, sub/waivers, etc.) for August 2009 Bachelor Degree candidates.
Monday, September 7	External/Administrative	Labor Day Observed

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Friday, September 11	Registration	Deadline to withdraw from first half-semester course with withdrawal grade (WX)
	Registration	Deadline for undergraduate students to drop the Credit/No Credit Option from a first-half semester course
	Graduation	Deadline for undergraduate students to submit Undergraduate Application for Graduation as a candidate for December 2009 to Student Accounts
	Scheduling	Enrollment reporting and independent study files for the fall semester are due in the Office of Scheduling, 107 Moulton
Monday, September 14	Catalog	Program proposals for new or deleted minors, sequences requiring Academic Senate approval to The Office of the University Registrar, Campus Box 2202, Attn: Undergraduate Catalog Editorial Asst., for presentation to the University Curriculum Committee (UCC) for including in the 2010-2012 undergraduate catalog
	Catalog	New 300-level course proposals for dual level undergraduate and graduate credit for the 2010-2012 undergraduate catalog and the 2009-2010 graduate catalog to the Office of the Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant
	Scheduling	Original drafts of summer (102) schedules due in the Office of the Provost. Faculty assignments may be Entered via the web until January 5
Tuesday, September 15	Registration	Deadline to be eligible to receive a partial refund for a reduction in class load
Friday, September 18	Textbook	Send message to listserv regarding Spring textbook deadline
Monday, September 21	Grades	iCampus Portal Grade Submission system available for entry of Academic Progress Alert Grades at www.icampus.ilstu.edu . Grades are due at 12:00 noon. System remains available until 4:00 pm on Friday, October 2
	Graduation	Projected mailing date for diplomas, August 2009 undergraduates
Monday, September 28	Graduation	Begin Preliminary Audit on December 2009 Bachelor Degree candidates. Deficiency Statements (copy to department) will be sent to students with deficiencies. (Electives added to plans and sub/waivers submitted prior to beginning preliminary audit will result in fewer deficiency statements).
Thursday, October 1	Registration	The Spring Semester 2010 Course Offering and Planner available on the ISU website
	Registration	Entry Notices for Spring Advance Registration viewable online
	Catalog	New 100- and 200-level undergraduate course proposals for the 2010 – 2012 Undergraduate Catalog to the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, for presentation to the UCC. Proposals must have previous approval from Department and College curriculum committees and the Council for Teacher Education (for teacher education programs).
	Catalog	New 300-level course proposals, for the 2010 – 2012 Undergraduate Catalog to the Office of the University Registrar, Campus Box 2202, 101C Moulton, Hall, Attn: Undergraduate Catalog Assistant, for presentation to the UCC.
	Catalog	Program proposals for revised majors, minors, sequences for the 2010-2012 Undergraduate Catalog to the Office of the University Registrar, Campus Box 2201, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, for presentation to the UCC. Proposals must have previous approval from Department and college curriculum committees and the Council for Teacher Education (for teacher Education programs).
	Scheduling	Fall (094) class schedules requested. Fall 104 due November 2
Friday, October 2	Grades	Academic Progress Alert grades due to be submitted on the iCampus portal grade submission System by 12:00 noon
Monday, October 5	Grades	Academic Progress Alert grades available online via iCampus portal after 1:00 p.m.

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Monday, October 5 – continued	Registration	Begin Advance Registration for Spring from 7:00 a.m. – 10:00 p.m. (M-F), 7:00 a.m. – 4:00 p.m. (Sat), and from noon – 4:00 p.m. (Sun). Ends Wednesday, November 4.
Friday, October 9	Registration	Transfer Day
	Registration	Deadline to withdraw from a full semester course with a withdrawal (WX) grade assigned
	Registration	Deadline for an undergraduate to drop Credit/No Credit (pass/fail) option from a full semester course
Saturday, October 10	External/Administrative	First-half semester ends
Monday, October 12	External/Administrative	Second-half semester begins
	Grades	iCampus Portal Grade Submission system available for entry of First Half-Semester grades
	SSRC	Second Half Progress Reports distributed to Departments
Thursday, October 15	Catalog	List of 100, 200 and 300-level courses marked for catalog deletion sent to departments and schools. Requests For extensions are due November 16, 2009, to Undergraduate Editorial Assistant, Campus Box 2202, Moulton 101C.
	Registration	Deadline to withdraw from a second-half semester course with no withdrawal grade assigned
Friday, October 16	Textbook	Textbook requirements for spring semester should be entered into the computerized Illinois State Textbook Order System
	Registration	Transfer Day
Friday, October 23	Registration	Transfer Day
Monday, November 2	Scheduling	Fall (104) class schedules are due to Office of Scheduling, 107 Moulton. Faculty assignments may be entered via the web
Wednesday, November 4	Registration	Spring advance registration ends
	Registration	Confirmation of Attendance notification begins via email to all students registered for the spring semester
Friday, November 6	Registration	Deadline for a student to remove the Credit/No Credit (Pass/Fail) option from second-half semester course
	Registration	Deadline to withdraw from a second-half course with a withdrawal grade (WX) assigned
	Registration	Deadline to officially withdraw from the University
	Catalog	Undergraduate catalog copies due to campus box 2202, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, material previously mailed to departments/schools on October 16.
Friday, November 13	External/Testing	Deadline to register for Spring 2010 Proficiency Examinations
Friday, November 20	Registration	Confirmation of attendance reminder emailed to all registered students who have NOT confirmed
Saturday, November 21	External/Administrative	Thanksgiving Vacation begins at 12:00 noon
Monday, November 30	External/Administrative	Classes Resume
	Registration	Confirmation of attendance responses for the spring semester are due
Tuesday, December 1	Registration	Spring Semester Registration and Program Change Begins (Ends 12/12)
Saturday, December 5	External/Administrative	Last Day of Classes
	External/Administrative	Evaluation and Review Period Begins
Sunday, December 6	Grades	iCampus Portal Grade Submission system available at www.icampus.ilstu.edu for fall semester grades
Wed., December 9	Records/Evaluations	Records and Evaluations personnel recalculating the student's cumulative hours and grade points for courses repeated fall semester
Thursday, December 10	Records/Evaluations	Records and Evaluations personnel recalculating the student's cumulative hours and grade points for courses repeated fall semester
Friday, December 11	Records/Evaluations	Records and Evaluations personnel recalculating the student's cumulative hours and grade points for courses repeated fall semester
	External/Administrative	Fall semester ends

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Friday, December 11 -- continued	External/Administrative	Evaluation and Review period ends
Saturday, December 12	Registration	Spring Semester Registration and Program Change concludes
	External/Dean of Students	Commencement
	Graduation	Degree granted date for 2009 fall semester
Tuesday, December 15	Grades	All grades are due to be submitted on the iCampus Portal Grade Submission system by 12:00 Noon
	Grades	Grade processing for the fall semester 2009
Wed., December 16	Graduation	Begin Final Audit on December 2009 Bachelor Degree candidates. Note: If same deficiencies remain from preliminary audit, neither the student nor the department will be contacted. If deficiencies change, the student will be sent a new deficiency statement (copy to department).
	Grades	Fall semester grades available on iCampus after 1:00 p.m.
	Records	Repeat edit review
	Systems	Progress reports (SSA21) are run
	Scheduling	Fall (104) Section File sent to departments/schools
Thursday, December 17	Grades	Mailing of grades to extension students and any student who has requested that grades be mailed to them
	SSRC	Progress reports (SSA21) are distributed to academic departments