

**Illinois State University**  
**Office of the University Registrar**  
**www.registrar.ilstu.edu**  
**January-June, 2009 Calendar**

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

2009 Date	Process	Activity
Monday, January 5	Registration	Spring Registration & Program Change <b>Begins</b> Open 7:00 a.m. to 10:00 p.m. <b>Ends</b> Sunday, January 9
	Catalog/Undergraduate	Proposals for new degree programs or any curricular proposals requiring Academic Senate and Board of Trustees/IBHE due in the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, for inclusion in 2010-2012 Undergraduate Catalog
Tuesday, January 6	Scheduling	Summer (092) and fall (094) schedules are sent to departments for final proof
Wednesday, January 7	Registration	Courses <b>purged</b> for all students not reinstated & academically dismissed for Spring
	Registration	Courses <b>purged</b> for all students whose appeal of the 75-Hour Policy was denied
	Scheduling	Spring semester faculty assignments due in the Office of Scheduling, 107 Moulton.
Thursday, January 8	Grades	Class list email memo sent to faculty
Friday, January 9	Records	Spring Proficiency Exam given in departments at 1:00 p.m.
	Scheduling	Final Fall (084) Section File Update
Saturday, January 10	Registration	Registration & Program Change, 7:00 a.m. – 4:00 p.m.
Sunday, January 11	Registration	<b>Deadline</b> to withdraw from University and receive full refund
	Registration	<b>End</b> of Spring Registration & Program Change, 12:00 noon – 4:00 p.m.
Monday, January 12	External/Administrative	First day of classes
	Registration	Spring Late Registration & Program Change <b>Begins</b> Open 7:00 a.m. to 10:00 p.m. (M-F) 7:00 a.m.-4:00 p.m. (Sat), and from noon-4: 00 p.m. (Sun) <b>Ends</b> Friday, January 16.
Friday, January 16	Scheduling	Deadline for final proofed Summer (092) and Fall (094) schedules to be returned to the Office of Scheduling, Moulton 107
Saturday, January 17 – Monday, January 26	Registration	Registration open for course drops and department approved adds. Registration override permission must be entered via the Registration Override System.
Monday, January 19	External/Administrative	Martin Luther King, Jr. Observed
Wednesday, January 21	Scheduling	Departments proof summer (092) and fall (094) in person for iCampus posting, Office of Scheduling, 107 Moulton, 9:00AM – 4:00PM

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Wednesday, January 21	Graduation/Graduate School	<b>Deadline</b> for graduate students planning to receive a graduate degree in May to submit the plan of study and file an application for completion of graduate degree in the Graduate School Office, Hovey 309. Also, <b>deadline</b> for graduate students planning to receive a graduate degree in August who intend to march in the May ceremony. For those August candidates that are not marching the deadline is May 15.
Friday, January 23	Graduation/Undergraduate	<b>Deadline</b> for submission of materials (late grades, grade changes, transcripts, constitution examination scores, Sub/waivers, etc.) for December 2008 Bachelor Degree Candidates.
Monday, January 26	Registration	<b>Deadline</b> to withdraw from a course with no withdrawal grade assigned <b>Deadline</b> to put a course on Credit/No Credit (pass/fail) or audit <b>Deadline</b> to withdraw from the University and be eligible to receive a refund of all tuition and fees less A \$30.00 service charge <b>Deadline</b> for Off-Campus Fee Reduction Requests for Spring Semester
	Scheduling	<b>Deadline</b> for Academic Departments to enter and/or update faculty assignments in the Online Class Registration Management System for Spring of 2009
	External/Administrative	Tenth Day of the Semester Census Enrollment Reporting (Fifteenth Calendar Day)
Tuesday, January 27	Systems	Progress report (SSA21) are run by Systems
Wednesday, January 28	Progress/SSRC	Progress reports (SSA21) are distributed to Academic Departments
Friday, February 6	Registration	<b>Deadline</b> to drop first-half semester course. Withdrawal grade of WX is assigned <b>Deadline</b> for student to drop the credit/no credit (pass/fail) or audit option from a first half semester course
	Graduation/Undergraduate	<b>Deadline</b> for undergraduate students to submit Undergraduate Application for Graduation as a candidate for May 2009. (Students completing degree requirements in August may participate in the May Commencement if the Undergraduate Application for Graduation is submitted with the fee by March 31.)
Wednesday, February 11	Scheduling	<b>Deadline</b> for enrollment reporting update and Independent Study files for Spring
	Grades	Academic Progress Alert Grade Submission email memo sent to faculty
Monday, February 16	Grades	Academic Progress Alert Grade Submission system available for entry of 100 level course grades at <a href="http://www.icampus.ilstu.edu">www.icampus.ilstu.edu</a>
	Graduation/Undergraduate	Bachelor Degree Diplomas mailed to December 2008 graduates
	Scheduling	Summer faculty assignments to generate summer worksheets for the Human Resources Office are due in the Office of Scheduling, 107 Moulton
Monday, February 23	Graduation/Undergraduate	<b>Begin</b> Preliminary audit on May 2009 Bachelor Degree candidates. Deficiency Statements will be emailed to students with deficiencies (copy to department/school) (Electives added to plans and sub/waivers submitted prior to beginning preliminary audit will result in fewer deficiency statements.)
Friday, February 27	Grades	<b>Deadline</b> for Academic Progress Alert Grades for 100 level courses. Due at noon. System will remain open until 4:00 p.m.
Monday, March 2	Registration	Plan Your Class Schedule available on iCampus Portal Registration Information for Fall/Summer Advance Registration viewable online after 1:00 p.m.
	Grades	Academic Progress Alert Grades available online after 1:00 p.m.
	Textbooks	<b>Deadline</b> for Summer Textbook Submission
Wednesday, March 4	Grades	First-Nine week grade submission email memo sent to faculty
Friday, March 6	Registration	<b>Deadline</b> to withdraw from a full semester course. A withdrawal grade of WX is assigned. <b>Deadline</b> for student to drop credit/no credit (pass/fail) or audit option from a full semester course.

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Saturday, March 7	External/Administrative	First half of the semester <b>ends</b>
	External/Administrative	Spring Break <b>Begins</b> <b>Ends</b> Sunday, March 15
Monday, March 9	Grades	Grade Submission available for entry of First Nine Week classes at <a href="http://www.icampus.ilstu.edu">www.icampus.ilstu.edu</a>
Sunday, March 15	External/Administrative	Spring Break <b>Ends</b>
Monday, March 16	External/Administrative	Classes resume/Second Half of semester begins
	Registration	Summer and Fall Advance Registration for <b>Begins</b> Open 7:00 a.m. to 10:00 p.m. (M-F) (Exception – March 16 opens at 8:00 a.m. for Honors/Athletes) 7:00 a.m.-4:00 p.m. (Sat), and from noon-4: 00 p.m. (Sun) <b>Ends</b> Friday, April 17
Thursday, March 19	Registration	<b>Deadline</b> to drop Second Nine week course with no grade
Friday, March 20	U College/Orientation	Transfer Day
Friday, March 27	U College/Orientation	Transfer Day
Tuesday, March 31	Textbooks	<b>Deadline</b> for Fall Textbook Submission
	Graduation/Undergraduate	<b>Deadline</b> for undergraduate students to submit Undergraduate Application for Graduation as a candidate for August 2009 in order to be eligible to participate in the May Commencement
Wednesday, April 1	Scheduling	<b>Deadline</b> for computer version of catalog update Spring (101) class schedules requested. Due July 1
Friday, April 3	U College/Orientation	Transfer Day
Friday, April 10	U College/Orientation	Transfer Day
	Registration	<b>Deadline</b> to withdraw from a second-half course. A withdrawal grade of WX is assigned <b>Deadline</b> for student to drop the credit/no credit (pass/fail) or audit option from second half semester course <b>Deadline</b> to officially withdraw from the University
Friday, April 17	Registration	<b>End</b> of Summer/Fall Advance Registration
Saturday, April 18	Registration	Confirmation of Attendance for Summer Session <b>Begins</b> <b>Ends</b> Friday, May 9
Tuesday, April 21	Registration	Registration option letter sent to all fall admitted transfer students who are not registered
Wednesday, April 29	Grades	Final Grade Submission email memo sent to faculty
Friday, May 1	Registration	Summer Registration and Program Change <b>Begins</b> Open 7:00 a.m. to 10:00 p.m. (M-F) 7:00 a.m.-4:00 p.m. (Sat), and from noon-4: 00 p.m. (Sun) (Exception – Closed for Grade Processing May 12 at 5:00 p.m. until May 13 at 1:00 p.m.) <b>Ends</b> Tuesday, May 19
Saturday, May 2	External/Administrative	Last Day of Spring Classes
	External/Administrative	Evaluation and Review Period <b>Begins. Ends</b> May 8.
Sunday, May 3	Grades	Grade Submission System available for all Spring Grade collection at <a href="http://www.icampus.ilstu.edu">www.icampus.ilstu.edu</a> Deadline is Tuesday, May 12 at Noon
Wednesday, May 6	Records	<b>Begin</b> edit for repeats on the student records. <b>Ends</b> Friday, May 8. Please be aware that during the edit the cumulative GPAs on various screens may differ for students repeating a course. The accurate GPA will be the last graded semester of attendance prior to the current semester. SDCR will be accurate as of the last graded semester for all students. The system will be back in sync after grade processing on May 12 and the cumulative GPA for repeat students will be reflected correctly at that time

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Friday, May 8	External/Administrative	Spring Semester <b>Ends</b>
	External/Administrative	Evaluation and Review Period <b>Ends</b>
	Registration	<b>Deadline</b> for Confirmation of Attendance for Summer Session
	Graduation/Dean of Students	Commencement Ceremony for Mennonite College of Nursing and College of Arts and Sciences
Saturday, May 9	Graduation/Dean of Students	Commencement Ceremony for Colleges of Education, Applied Science and Technology, Business and Fine Arts
Monday, May 11	External/Administrative	Summer Session Classes Begin Since Summer session has many variable length courses consult the <a href="#">Registrar's website</a> for dates regarding withdrawal from a course and withdrawal from the University.
Tuesday, May 12	Grades	<b>Deadline</b> for Spring Grades. They are due by 12:00 Noon.
	Registration	All future summer session course registration is in person (Moulton 107)
Wednesday, May 13	Grades	Grades available for viewing on iCampus Portal after 1:00 p.m.
	Graduation/Undergraduate	<b>Begin</b> Final Audit on May 2009 Bachelor Degree candidates. 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/school).
Thursday, May 14	Grades	Mailing of grades to students registered for Extension courses and those students who requested that grades be mailed to them.
	Graduation/Graduate School	<b>Deadline</b> for graduate students planning to receive a graduate degree in August to submit the plan of study and file an application for completion of graduate degree in the Graduate School Office, Hovey 309.
Friday, May 22	Registration	<b>Course purge</b> for all students not reinstated and academically dismissed for summer
	Scheduling	Final Spring (091) Section File Update
Monday, May 25	External/Administrative	Memorial Day – No Classes.
Monday, June 1	Registration	Fall Registration and Program Change <b>Begins</b> Open 7:00 a.m. to 10:00 p.m. (M-F) 7:00 a.m.-4:00 p.m. (Sat), and from noon-4: 00 p.m. (Sun) Ends Friday, July 17
Friday, June 5	Graduation/Undergraduate	<b>Deadline</b> for submission of materials (late grades, grade changes, transcripts, constitution examination scores, sub/waivers, etc) for May 2009 Bachelor Degree Candidates
Wednesday, June 10	Registration	<b>Course purge</b> for all students not reinstated and academically dismissed for Fall semester. <b>Course purge</b> for all students whose appeal of the 75-Hour Policy was denied.
Friday, June 12	Graduation/Undergraduate	<b>Last day</b> for undergraduate students to submit an Undergraduate Application for Graduation as a candidate for August 2009
Friday, June 19	Registration	Confirmation of Attendance for Fall <b>begins</b> <b>Ends</b> Friday, July 31
Monday, June 29	Graduation/Undergraduate	<b>Begin</b> Preliminary Audit on August 2009 Bachelor Degree candidates Deficiency Statements will be emailed to students with deficiencies (copy to department/school) (Electives added to plans and substitution/waivers submitted prior to beginning preliminary audit will result in fewer deficiency statements)