<table>
<thead>
<tr>
<th>Completion Date</th>
<th>Action</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 3</td>
<td>Schedule Roll</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>May 6-10</td>
<td>Schedule Roll Clean Up</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>May 6-9</td>
<td>Fall 2024 Finals</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>May 9-11</td>
<td>Fall 2024 Commencement</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>May 10</td>
<td>Summer 2024 1st Mini Class Day</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>May 13-17</td>
<td>Fall 2024 EOT Processing</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>May 13</td>
<td>Spreadsheets are dispersed to Departments and Associate Deans</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td></td>
<td>- Each department will have its own spreadsheet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Instructors will be included</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Priority Rooms will be included</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Off-grid courses will be marked</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Instructions will be attached</td>
<td></td>
</tr>
<tr>
<td>May 13-June 27</td>
<td>Spreadsheets begin being updated to Add, Remove, and Alter Sections</td>
<td>Academic Departments</td>
</tr>
<tr>
<td></td>
<td>following instructions given by Registrar’s Office</td>
<td></td>
</tr>
<tr>
<td>May 27</td>
<td>University Holiday – Memorial Day</td>
<td></td>
</tr>
<tr>
<td>May 30</td>
<td>Summer 1&amp;10-week First Class Day</td>
<td></td>
</tr>
<tr>
<td>June 19</td>
<td>University Holiday - Juneteenth</td>
<td></td>
</tr>
<tr>
<td>June 21</td>
<td>1 week deadline reminder sent to Departments</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>June 27</td>
<td>1 day deadline reminder sent to Departments</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>June 28</td>
<td>Deadline reminder sent to Departments</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>June 28</td>
<td>Spreadsheets due back to Registrar’s Office (Priority Room usage ends)</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>July 1-12</td>
<td>Sections Updated in Banner Based on Spreadsheets</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>July 3</td>
<td>Summer 2 First Class Day</td>
<td></td>
</tr>
<tr>
<td>July 4</td>
<td>University Holiday – Independence Day</td>
<td></td>
</tr>
<tr>
<td>July 15-18</td>
<td>Optimizer Ran to Assign Rooms to Sections Without an Assigned Room</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>July 19</td>
<td>Draft 2 Spreadsheets Dispersed to Departments for Second Review</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>July 19-August 15</td>
<td>Draft 2 Spreadsheets are Reviewed for Accuracy, and Any Needed Updates</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>August 2</td>
<td>Summer 2&amp;10-Week Finals</td>
<td></td>
</tr>
<tr>
<td>August 3</td>
<td>Summer 2024 Commencement</td>
<td></td>
</tr>
<tr>
<td>August 5-9</td>
<td>Summer 2024 EOT</td>
<td></td>
</tr>
<tr>
<td>August 9</td>
<td>1 week deadline reminder sent to Departments</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>August 15</td>
<td>1 day deadline reminder sent to Departments</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>August 16</td>
<td>Deadline reminder sent to Departments</td>
<td>Office of the Registrar</td>
</tr>
</tbody>
</table>
### Office of the Registrar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Draft 2 Spreadsheets due back to Registrar’s Office Scheduling Workflow Required for Schedule Changes (Spreadsheets will no longer be accepted)</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>August 19-29</td>
<td>Sections Updated in Banner Based on Draft 2 Spreadsheets</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td><strong>August 26</strong></td>
<td><strong>Fall 2024 1st Class Day</strong></td>
<td></td>
</tr>
<tr>
<td>August 30</td>
<td>Schedule sent to Dr. Gaillard for review</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td><strong>September 2</strong></td>
<td><strong>University Holiday – Labor Day</strong></td>
<td></td>
</tr>
<tr>
<td>September 9</td>
<td>Schedule Made Viewable</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td><strong>September 11</strong></td>
<td><strong>Fall 2024 Full Term Census Day</strong></td>
<td></td>
</tr>
<tr>
<td>September 18</td>
<td>Spring 2025 Academic Advisement Begins</td>
<td></td>
</tr>
</tbody>
</table>