January 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |  |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
|  | NSC Adv. File Spring 2025 | **University Closed** – Winter Holiday | **University Closed** – New Years Day | SFS – Payment Due Date (100%) |  |  |
| 5 | 6  C | 7 | 8 | 9 | 10 **General Registration** | 11 |
|  |  |  | Degree Works – Run Equivalency and Curriculum Rule Extracts | Last Day of Winter Classes | Deletions and Dean’s Sign Off’s for Tentative Fall 2024 List Due  ROLL WINTER GRADES and LAW GRADES, DUE BY NOON / Run pre-requisite checks again based upon Winter Grades for Spring.  Degree Works - GTVSDAX UPDATE for Spring 2025 |  |
| 12 | 13 **First Day of Class** | 14 | 15 | 16 | 17 | 18 |
|  | Course Adjustment  Repeating Course Email Add/Drop Email  Variable Credit Email | Course Adjustment | Course Adjustment  Report FT COOP Courses prior to first of Spring enrollment file  LAW 2024 08 Graduation Certification  NSC Fall 2024 Grad Only File | Course Adjustment | SPRING 2025 Last day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit, Change Credit Hours, Drop a full term course without a “W”  Graduation Reinstatement deadline for Fall 2024  Repeating Course Reminder Email  Add/Drop Reminder Email |  |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|  | **UNIVERSITY** **CLOSED** – Martin Luther King, Jr. Day | Graduation Application for May 2025 Opens  Run Dean’s and President’s List  NSC – First of Term Spring 2025  CLSS - SLI Coordinators Must Stop Entering Data in CLSS for Fall 2025 | Term Pins Set for Summer/ Fall 2025 - ALL campuses- Post Add/Drop and General Reg, Prior to RNP and Pre-Reg |  | Mid-term grade ability turned on for all parts of term - Spring 2025  First Half of Adding of X Audit Grades/ CR EXCG Courses for Spring 2025  Safe date for Athletes / Veterans rolled for priority registration FALL 2025 |  |

February 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 26 – January | 27 – January | 28 - January | 29 - January | 30 – January | 31 – January | 1 |
|  |  | CLSS – Chair’s Approval is Due |  |  | Requests for Priority Pre-Reg Lists Due by Feb 21st/ PSC and WVUIT lists | SFS – Payment due date |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  | SFS - RNP Spring 2025 – Drop eCampus/Sole access for those students who did not meet payment deadline; eBills sent to students, due March 1st | CLSS - Dean’s Approval is Due |  |  | SFS - Last Day for students to be reinstated by NOON |  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  | NM/RN/IS/A5 | NSC – Subsequent Enrollment File - Spring 2025 |  |  |  |  |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|  | PSC Open House (Discover PSC Day) |  | Term Setup for Summer/Fall 2025 |  | Deadline for Priority Registration Lists/Updates for Summer and Fall 2025 Pre-Reg / PSC and WVUIT lists |  |
| 23 | 24 | 25 | 26 | 27 | 28 | 1-March |
|  | Midterm Grades Due by noon Email to Faculty |  | Email Potential Suspended Students |  | **Midterm Grades Due** | SFS - Payment due date |

March 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  | 1 |
|  |  |  |  |  |  |  |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  | Time Ticket Assignments for Fall and Summer 2025 Pre-Registration  Student Email regarding Time Ticket Assignment for Fall and Summer 2025  Remove any Temporary Attributes for Exceptions once assigned  8 week grades due at 12:00 Noon  8 Week Grades Due – Noon | FALL and Summer 2025 Schedule of Courses available on-line |  |  |  |  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  | NSC – Subsequent Enrollment File - Spring 2025 |  |  | Deadline to Apply for Graduation SPRING 2025 Last Day to Apply for Spring 2025 Graduation (PSC) |  |
| 16 | 17 **Spring Recess (SR)** | 18 (SR) | 19 (SR) | 20 (SR) | 21 (SR) | 22 |
|  |  |  | Post Fall 2025 Final Exam Schedule |  |  |  |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  | CLSS – Spring 2025 to Spring 2026 – Schedule Roll | Spring 2025 Final Exam Schedule generated in CLSS  PSC/WVUIT-Summer/Fall 2025 Pre-Registration Exceptions / open registration on **April 1st** | Priority Registration - Professional, Graduate, L3, Athletes | Priority Registration – L2 | Priority Registration – L1  Graduation May 2025 Coordinator Approval deadline |  |

April 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |  |
| 30 | 31-March | 1 | 2 | 3 | 4 | 5 |
| Summer 2025 Assessment (SFS) | Seniors: Honors, Veterans, ROTC, ADA Accommodations (90+ hours) | Keyser and Beckley Open Registration AND  Registration - Seniors (90+ hours)  SFS – Payment due date |  | Registration - Juniors: Honors, Veterans, ROTC, ADA Accommodations (60 – 89 hours)  Summer 2025 SOATERM On-line Assessment = Y | Registration - Juniors (60 – 89 hours)  Financial Aid Status in Degree Works will point to Summer 2025 |  |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  | Registration - Sophomores: Honors, Veterans, ROTC, ADA Accommodations (30 – 59 hours) | Registration - Sophomores (30 – 59 hours)  NSC – Subsequent Enrollment File – Spring 2025 |  | Registration - Freshman: Honors, Veterans, ROTC, ADA Accommodations (1 – 29 hours) | Registration - Freshman (1 – 29 hours)  Potomac State NSO |  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|  |  | NSC Adv File Summer 2025  Spring 2026 CLSS STEM Schedule Open for SLI Coordinators |  |  | **University Closed – Spring Holiday** |  |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|  | NR to F / I to IF email to Associate Deans for Fall 2024  Last Day to Drop a Class and Last Day to Withdraw from the University |  |  |  | Potomac State NSO |  |
| 27 | 28  NR to F / I to IF Emil to Students for Fall 2024 | 29 | 30 | 1  SFS – Payment Due Date | 2 - **Last Day of Classes**  Grade Process Open for Submission of Grades  e-Mail to Faculty DUE: MONDAY, MAY 12, NOON | 3 |

May 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 4 | 5 - **Final Exams** | 6 - **Final Exams** | 7 - **Final Exams** | 8- **Final Exams** | 9 - **Final Exams** | 10 |
|  | Final Adding of Entering CR/X Grades on EXCG and IEP Courses for all Spring CRN’s  NR to F / I to IF Grade Conversion for Fall 2024 Grades | NSC – Subsequent Enrollment File – Spring 2025 |  |  |  | Potomac State Commencement  WVU Tech Commencement |
| 11 | 12 **First Day Maymester** | 13 | 14 | 15 | **16** **Commencement** | **17** |
|  | Final Submission of Spring 2025 Grades due (NOON).  Spring 2025 Processing Student Grades. | NSC Advanced File Summer 2025 | Grades available to view in afternoon | Academic Standing Run at conclusion of Grade Processing for Spring 2025  Spring 2025 End of term processing concludes  Run Failure To Meet pre-requisite report for Summer 2025 | Degree Works - GTVSDAX Update for Summer 2025  Potomac State NSO Degree Works – Run Equivalency and Curriculum Rule Extracts | **Commencement** |
| 18 | 19 – First Day Summer | 20 | 21 | 22 | 23 | 24 |
| **Commencemen**t  Official Graduation Conferral Date | NSC – Adv. File Fall 2025 Summer 2025 General Registration  First Day of Classes Summer 2025  Add/Drop Email  Variable Credit Email | NSC – Grad Only File Spring 2025 | Summer 2025 Last day to Register/Add Courses or Make section changes for 1st six-week session  Add/Drop Reminder Email |  | May 2025 Graduation Deletions and Dean’s Sign offs for tentative lists due  Fall 2024 Attribute Update Sheet Email sent / Due June **6th**  Initial Adding of X Audit Grades/ CR EXCG Courses Summer 2025 |  |
| 25 | 26 – **University Closed –** Memorial Day | 27 Application for Graduation August 2025 Opens | 28 | 29  Summer Grade Submission Open  Email Faculty for All courses that ended within the first three weeks DUE DATE: TUESDAY, **JUNE 10, 2025 in P.M.** | 30 **Last Day Maymester**  Report FT COOP Courses prior to first of Summer enrollment file | 31 |

June 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| SFS Payment Due Date | New Student Orientation Begins for 2025 Fall 6/2 through 6/30 Financial Aid Status in Degree Works will point to Fall 2025 | NSC Graduate Only File Spring 2025 |  |  | Final Exams for the 1st 3 Weeks  May 2025 Graduation Reinstatements to graduation due  Fall 2025 Attribute Update Sheet Due, SP24 Grades roll for Law  Spring 2025 Grades Roll for Law  Spring 2025 Grade Roll for Medicine |  |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  | President’s/Dean’s List is run for Spring 2025 NSC First of Term Summer 2025 | Summer 2025 First Three Weeks Grades Due (Noon)  Summer 2025 Production Load of Student Grades for first three weeks | Spring 2025 Law Graduation Certification |  |  |  |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  | Potomac State NSO | NSC Degree Only File Spring 2025 |  |  |  |  |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|  |  | Summer 2025 Grade Submission / Faculty Email – Open for all courses that ended within first six weeks  DUE DATE: TUESDAY, **July 1**, 2025 Noon. Processed in afternoon  NSC Advanced File Fall 2025 |  |  | Final Exam Summer 2025.  First Six-Week Session /  Second Three-Week Session |  |
| 29 | 30 |  |  |  |  |  |
|  | Start of Summer 2025 Second Six Week courses |  |  |  |  |  |

July 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | 30 – June | 1  Summer 2025 First Six Weeks Grades Due (NOON)  Summer 2025 Production Load of Student Grades SFS – Fall 2025 fee assessment; Fall 2025 SOATERM On-line Assessment = Y | 2 | 3 | 4 | 5 |
|  |  |  |  | Fall 2025 SOATERM On-line Assessment = Y | **University Closed** – Independence Day |  |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  | NSC – Subsequent Enrollment File Summer 2025 |  |  | Summer Session 2025 Last day to Withdraw from the University for full term courses. Note: Unless previous Summer courses have rolled to academic history.  Potomac State NSO  Deadline to Apply for Graduation for August 2025 |  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|  |  | Summer 2025 Grade Submission / Faculty Email – All courses that ended within the first nine weeks  DUE DATE: TUESDAY, JULY 22, 2025 Noon. Processed in the afternoon  NSC Advanced File Fall 2025 |  |  | Final Exam Summer 2025 for Third Three-Week Session /1st 9 Week Session. |  |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|  |  | Summer 2025 First Nine Weeks Grades Due (Noon)  Summer 2025 Production Load of Grades |  |  | Graduation August 2025 Coordinator Approval Deadline  Enter CR/X Grades on EXCG and IEP Courses for all Summer CRN’s |  |

August 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 27 | 28 | 29 | 30 | 31 | **1**  Summer 2025 Grade System Available for Submission of Grades for all courses  SFS – Payment Deadline | 2 |
|  | CLSS – Summer/Fall 2025 to Summer/Fall 2026 Schedule Roll |  |  | Summer Session 2025 Final Exam Fourth Three-Week / Second Six-Week / Second Nine-Week / Twelve-Week Sessions  Summer Session 2025 Last day of Classes  Faculty Email DUE DATE: **TUESDAY, AUGUST 12, 2025 Noon. Processed in the afternoon** | |  |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  | Potomac State NSO | Summer Final Grades Due by Noon  Summer Session 2025 FINAL Production Load of Student Grades after Noon NSC Subsequent Enrolment File Summer 2025 | Run SFRRGAM (Failure to meet Pre-Requisite) for Fall 2025 –  Email lists to Colleges  International NSO TBD | |  |  |
| 10 | 11 | 12 | 13 | 14 | 15 Degree Conferring Date | 16 |
|  | 1**8**Fall 2025 General Registration Day  Remove RF hold for all incoming freshmen  Degree Works - GTVSDAX update for Fall 2025  NSC Adv. File Fall 2025  Degree Works – Run Equivalency and Curriculum Rule Extracts | Summer Final Grades Due by Noon  Summer Session 2025 FINAL Production Load of Student Grades after Noon  NSC Advanced File Fall 2025 | THROUGH AUG 22 – Late Registration/Course Adjustment Week |  | Send Failure to Meet Pre-Requisite e-mail to students who may be removed for pre-req failure  WVUIT International Orientation |  |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|  |  | Application for December 2025 Graduation Opens | **First day of class**  Add/Drop Email  Repeating Course Email  Variable Credit Email | Report FT COOP Courses | Term Pins Set for Spring 2025 – All Campuses  August 2025 Graduation Deletions and Dean’s Sign offs for tentative list due |  |
| 24 | 25 | 26  **26** - Fall 2025 Last Day to Register, Add New Courses, Make Section Changes, Change Credit Hours, Change Grading Option (P/F, Audit), Drop a Single Full-Term Course Without a “W”  Tentative Date for RNP – Fall 2025  Add/drop Reminder Email  Repeating Course Reminder Email | 27 | 28 | 29 | 30 |
|  |  |  | Requests for Priority Pre-Reg Lists Due by Sep 19th / PSC and WVUIT lists distributed  NSC Graduate Only file Fall 2025 | SUMMER 2025 Grade Roll for Law Spring 2026 CLSS STEM Schedule Open for SLI | First half of term Add X Audit Grades / CR EXCG Grades Fall 2025  Mid-term On-line Submission Available  Tentative Part of Terms set in Banner for Spring 2025 |  |

September 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
|  | **UNIVERSITY CLOSED –** Labor Day | NSC – First of Term Enrollment File – Fall 2025  SFS – RNP AM Drop | August 2025 Graduation Reinstatement Deadline  SFS – eBills sent; due Oct 1st.  LAW 202505 Graduation Certification  Spring 2025 – CLSS – Chair’s Approval Due |  |  |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  | SFS – Last day to be reinstated by NOON | Spring 2026 – CLSS – Dean’s Approval Due |  | Update/Review STVTERM for next two years | Yearly FERPA Notice sent to all students  Summer/Fall 2026 – CLSS Access Opens |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|  |  | NSC – Summer 2025 Degree Verify File |  |  | All Pre-Registration Lists must be obtained in preparation for Time Ticket assignments. |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|  |  |  |  |  | Fall 2025 Mid Term Email to Faculty – Due by Noon on October 8th |  |
| 28 | 29 | 30 |  |  |  |  |
|  | Time Ticket Assignments for Spring 2026 Pre-Registration |  |  |  |  |  |

October 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  | 1 | 2 | 3 | 4 |
|  |  | SPRING 2026 Schedule of Courses Available on STAR | Fall 2025 Grade Submission Open / Email to Faculty for courses that ended within the first eight weeks  DUE DATE: Wednesday, October 8, 2025, by Noon  SFS – Payment due date |  |  |  |
| 5 | 6 | 7 | 8 | 9 – Fall Break | 10 – Fall Break | 11 |
|  |  | PSC/WVUIT-SPRING 2026 Pre-Registration Exceptions / open registration on Oct 14th  NSC Subsequent Enrollment File Fall 2025 | Post Spring 2026 Final Exam Schedule  Midterm Grades Due by Noon (Courses 499 and below) |  | December 2025 Graduation Student Application Deadline |  |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|  | Second Half Courses begin  ROLL 1ST 8 WEEK GRADES, DUE BY NOON  Run pre-requisite check for 2nd 8-week courses | Keyser and Beckley Open Registration | Registration - Professional, Graduate, L3, Athletes | Registration – L2 | Registration – L1  Second Half of term Entering of X Audit Grades/ CR EXCG Grades – Fall 2025 |  |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|  | Registration - Seniors: Honors, Veterans, ROTC, ADA Accommodations (90+ hours) | Registration - Seniors (90+ hours) |  | Registration - Juniors: Honors, Veterans, ROTC, ADA Accommodations (60 – 89 hours) | Graduation December 2025 Coordinator Approval Deadline  Registration - Juniors (60 – 89 hours) |  |

November 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 26 | 27 October | 28 October | 29 Oct | 30 Oct | 31 Oct | 1 |
|  | Registration - Sophomores: Honors, Veterans, ROTC, ADA Accommodations (30 – 59 hours) | Registration - Sophomores (30 – 59 hours) |  | Registration - Freshman: Honors, Veterans, ROTC, ADA Accommodations (1 – 29 hours) | Registration - Freshman (1 – 29 hours)  Fall 2026 Schedule Material to Departments | SFS – Payment due date |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  | Fall 2025 Final Exam Schedule generated in CLSS  NSC Subsequent Enrollment File Fall 2025 Discover PSC Event |  |  | SFS - Spring 2026 fee assessment |  |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|  | NR to F / I to IP Email to Faculty for Spring and Summer 2025  SFS – First Spring Assessment – Portal closed for students  NSC – Adv. Spring 2026 File | On Academic Calendar says November 18th is last day to drop class and withdraw from university but should it be Friday21st?  NSC Advanced File Spring 2026 |  |  | Last Day to W/D from an Individual Course for full term/ Last Day to W/D from University  SFS - Spring 2026 fee assessment | Fall recess begins for students |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  | NR to F / I to IF Email to Students for Spring and Summer 2025 |  | **UNIVERSITY CLOSED –**  Day Before Thanksgiving | **UNIVERSITY CLOSED –** Thanksgiving | **UNIVERSITY CLOSED –** Lincoln’s Day |  |

December 2025

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
|  | SFS – Payment due date |  | SFS – eBills sent to students due January 1st. | Financial Aid Status in Degree Works will point to Spring 2025 |  |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  | NR to F / I to IF Grade Conversion for Spring and Summer 2025 Grades | NSC Subsequent Enrolment File Fall 2025 |  | Fall 2025 Last Day of Classes  Final Entering CR/X Grades on EXCG and IEP Courses for all Fall 2025 CRN’s | PREP DAY FOR FINALS |  |
| 14 | 15 Final Exam | 16 Final Exam | 17 Final Exam | 18 Final Exam | 19 Final Exam | 20 |
|  | Email – FINAL GRADE SUBMISSION TO FACULTY  Fall 2025 Grade System Available for Submission Due Date: MONDAY, DECEMBER 22, 2025 AT NOON | NSC – Subsequent Enrollment File – Fall 2025 |  |  |  | December 2025 Commencement  December 2025 Degree Conferral Date |
| 21 | 22 **First Day of Winter Classes** | 23 | 24 | 25 | 26 | 27 |
|  | Fall 2025 Final Grade Submission Due (NOON)  Fall 2025 Production Load of Student Grades (P.M.) WEB not Available – End-of-Term Grade Processing  Fall 2025 End of Term Processing  Fall 2025 Grades Available on WEB afternoon POST end of term processing. | **UNIVERSITY CLOSED –** Winter Holiday | **UNIVERSITY CLOSED –** Christmas (Observed) | **UNIVERSITY CLOSED –** Winter Holiday | Academic Standing  Run at the conclusion of Grade Processing for Fall 2025 |  |
| 28 | 29 | 30 | 31 |  |  |  |
|  | NSC Advanced File Fall 2025 |  |  |  |  |  |