January 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |  |
|  | 1 | 2 | 3 | 4 | 5 **General Registration** | 6 |
|  | **University Closed** – New Years Day  | NSC Adv. File Spring 2024SFS – Payment Due Date (100%) | Degree Works – Run Equivalency Extract | Last Day of Winter Classes | Deletions and Dean’s Sign Off’s for Tentative Fall 2023 List DueROLL 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 2024 |  |
| 7 | 8 **First Day of Class**C | 9 | 10 | 11 | 12 | 13 |
|  | Course Adjustment | Course Adjustment | Course AdjustmentReport FT COOP Courses prior to first of Spring enrollment fileLAW 2023 08 Graduation Certification | Course AdjustmentTerm Setup for Fall 2024 | SPRING 2024 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” |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|  | **UNIVERSITY** **CLOSED** – Martin Luther King, Jr. Day | Graduation Application for May 2024 OpensRun Dean’s and President’s ListNSC – Fall 2023 Graduates Only File | Term Pins Set for Fall 2024 - 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 2024First Half of Adding of X Audit Grades/ CR EXCG Courses for Spring 2024Safe date for Athletes / Veterans rolled for priority registration FALL 2024Graduation Reinstatement deadline for Fall 2023 |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|  |  | CLSS - SLI Coordinators Must Stop Entering Data in CLSS for Fall 2024NSC – First of Term of Spring 2024 |  |  |  |  |

February 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 28 – January  | 29 – January  | 30 - January | 31 - January | 1 | 2 | 3 |
|  |  | NSC – Fall 2023 Degree Verify FileCLSS – Chair’s Approval is Due | SFS - RNP Drop EOB and eBills sent to students, due March 1st |  | Requests for Priority Pre-Reg Lists Due by Feb 23rd/ PSC and WVUIT listsSFS – Publish date for drop  |  |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  | RNP Spring 2024 – Drop eCampus/Sole access for those students who did not meet payment deadline | CLSS - Dean’s Approval is DueeBills sent to students; due March 1st  |  |  | SFS - Last Day for students to be reinstated by NOON |  |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|  |  | NSC – Subsequent Enrollment File - Spring 2024 |  |  |  |  |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|  | PSC Open House (Discover PSC Day) |  |  |  | Deadline for Priority Registration Lists/Updates for Summer and Fall 2024 Pre-Reg / PSC and WVUIT lists |  |
| 25 | 26 | 27 | 28 | 29 |  |  |
|  | Midterm Grades Due by noon Email to FacultyLast Day to Apply for Spring 2024 Graduation (PSC) |  |  |  |  |  |

March 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  | 1 **Midterm Grades Due** | 2 |
|  |  |  | Email Potential Suspended Students |  | SFS - Payment due date |  |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  | Time Ticket Assignments for Fall and Summer 2024 Pre-RegistrationStudent Email regarding Time Ticket Assignment for Fall and Summer 2024Remove any Temporary Attributes for Exceptions once assigned8 week grades due at 12:00 Noon8 Week Grades Due – Noon | FALL and Summer 2024 Schedule of Courses available on-line |  |  | Deadline to Apply for Graduation SPRING 2024 |  |
| 10 | 11 **Spring Recess (SR)**  | 12 (SR)  | 13 (SR)  | 14 (SR)  | 15 (SR)  | 16 |
|  |  | NSC – Subsequent Enrollment File - Spring 2024 | Post Fall 2024 Final Exam Schedule  |  |  |  |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|  |  | PSC/WVUIT-Fall 2023 Pre-Registration Exceptions / open registration on March 28 | Priority Registration - Professional, Graduate, L3, Athletes | Priority Registration – L2 | Priority Registration – L1Graduation May 2024 Coordinator Approval deadline |  |
| 24 | 25 | 26 | 27 | 28 | 29 – **University** **Closed** | 30 |
|  | Seniors: Honors, Veterans, ROTC, ADA Accommodations (90+ hours)Spring 2025 Schedule Roll | Keyser and Beckley Open Registration ANDRegistration - Seniors (90+ hours)Spring 2024 Final Exam Schedule generated in CLSS | Registration - Juniors: Honors, Veterans, ROTC, ADA Accommodations (60 – 89 hours) | Registration - Juniors (60 – 89 hours)Summer 2024 SOATERM On-line Assessment = Y | Financial Aid Status in Degree Works will point to Summer 2023 |  |

April 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |  |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| Summer 2024 Assessment (SFS) | Registration - Sophomores: Honors, Veterans, ROTC, ADA Accommodations (30 – 59 hours)SFS – Payment due date | Registration - Sophomores (30 – 59 hours) |  | Registration - Freshman: Honors, Veterans, ROTC, ADA Accommodations (1 – 29 hours) | Registration - Freshman (1 – 29 hours) |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  | NSC – Subsequent Enrollment File – Spring 2024 |  |  | Last Day to Drop a Class and Last Day to Withdraw from the University |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|  | NR to F / I to IF email to Associate Deans for Fall 2023 | Spring 2025 CLSS STEM Schedule Open for SLI Coordinators |  |  | Potomac State NSO |  |
| 21 | 22 | 23 | 24 | 25 | 26 **Last Day of Classes** | 27 |
|  | NR to F / I to IF Emil to Students for Fall 2023NSC- Adv. File Summer 2024 |  |  |  | Grade Process Open for Submission of Grades e-Mail to Faculty DUE: MONDAY, MAY 6, NOONPotomac State NSO |  |
| 28 | 29 - **Final Exams**Final Adding of Entering CR/X Grades on EXCG and IEP Courses for all Spring CRN’sNR to F / I to IF Grade Conversion for Fall 2023 Grades | 30 - **Final Exams**NSC – Subsequent Enrollment File – Spring 2024 | 1 - **Final Exams**SFS – Payment Due Date | 2 - **Final Exams** | 3 - **Final Exams** | 4Potomac State Commencement WVU Tech Commencement |

May 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | ThursdayAcademic Standing Run at conclusion of Grade Processing for Spring 2024Spring 2024 End of term processing concludesRun Failure To Meet pre-requisite report for Summer 2024Spring 2025-CLSS STEM Schedule Closed for SLI Coordinators | Friday | Saturday |
| 5 | 6 **First Day Maymester** | 7  | 8 | 9  | **10** **Commencement** | **11** Commencement |
|  | Final Submission of Spring 2024 Grades due (NOON). Spring 2024 Processing Student Grades. Degree Works Unavailable on Web Afternoon |  | Grades available to view in afternoon |  | Degree Works - GTVSDAX Update for Summer 2024Potomac State NSO | **Commencement** |
| 12 | 13 - First Day Summer | 14 – **University** **Closed Election Day** | 15 | 16 | 17 May 2024 Graduation Deletions and Dean’s Sign offs for tentative lists dueFall 2023 Attribute Update Sheet Email sent / Due June 2rd Initial Adding of X Audit Grades/ CR EXCG Courses Summer 2024 | 18  |
| **Commencemen**tOfficial Graduation Conferral Date | Summer 2024 General RegistrationFirst Day of Classes Summer 2024Spring 2025 - CLSS STEM – Chair’s Approval Due |  | Summer 2024 Last day to Register/Add Courses or Make section changes for 1st six-week session |  |  |  |
| 19 | 20  | 21 | 22 | 23 | 24 **Last Day Maymester** | 25 |
|  | Potomac State NSONSC – Adv. File Fall 2024 | Application for Graduation August 2024 OpensNSC – Spring 2024 GRADS ONLY File | Spring 2025 – CLSS STEM – Dean’s Approval Due | Summer Grade Submission OpenEmail Faculty for All courses that ended within the first three weeks DUE DATE: TUESDAY, JUNE 7, 2024 in P.M.Tentative Date for RNP Summer 2024 | Report FT COOP Courses prior to first of Summer enrollment file |  |
| 26 | 27 – **University Closed –** Memorial Day  | 28NSC – Summer 2024 First of Term File | 29 | 30New Student Orientation Begins for 2024 Fall 6/1 through 6/30Financial Aid Status in Degree Works will point to Fall 2024Spring 2025 – CLSS PGEN Schedule Open for SLI Coordinators | 31 Final Exams for the 1st 3 WeeksMay 2024 Graduation Reinstatements to graduation dueFall 2024 Attribute Update Sheet Due, SP24 Grades roll for LawSpring 2023 Grades Roll for Law | 1 |

June 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 2 | 3 | 4 | 5  | 6 | 7 | 8 |
|  | President’s/Dean’s List is run for Spring 2024 | Summer 2024 First Three Weeks Grades Due (Noon)Summer 2024 Production Load of Student Grades for first three weeks | Spring 2024 Law Graduation Certification |  |  |  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  | Spring 2024 Grades Roll for Medicine Spring 2025 – CLSS PGEN Schedule Closed for SLI Coordinators | NSC – Subsequent Enrollment File – Summer 2024 |  |  | Spring 2025 – CLSS PGEN – Chair’s Approval Due |  |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|  | Potomac State NSONSC – Advanced Fall 2024 | Summer 2024 Grade Submission / Faculty Email – Open for all courses that ended within first six weeksDUE DATE: TUESDAY, JUNE 28, 2024 Noon. Processed in afternoonNSC – Degree Verify File May 2024 Grads |  |  | Final Exam Summer 2024.First Six-Week Session / Second Three-Week SessionSpring 2025 – CLSS PGEN – Dean’s Approval Due |  |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  | Start of Summer 2024 Second Six Week courses | Summer 2024 First Six Weeks Grades Due (NOON)Summer 2024 Production Load of Student GradesSpring 2025 – CLSS Schedule Open for SLI Coordinators |  |  | Fall 2024 SOATERM On-line Assessment = Y |  |
| 30 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

July 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
|  | SFS – Fall 2024 fee assessment |  |  | **University Closed** – Independence Day  | Summer Session 2024 Last day to Withdraw from the University for full term courses. Note: Unless previous Summer courses have rolled to academic history.Deadline to Apply for Graduation for August 2024 |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  | Summer 2024 Grade Submission / Faculty Email – All courses that ended within the first nine weeksDUE DATE: TUESDAY, JULY 16, 2024 Noon. Processed in the afternoonNSC – Subsequent Enrollment File Summer 2024 |  |  | Final Exam Summer 2024 for Third Three-Week Session /1st 9 Week Session.Potomac State NSO |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|  |  | Summer 2024 First Nine Weeks Grades Due (Noon)Summer 2024 Production Load of Grades |  |  | Graduation August 2024 Coordinator Approval DeadlineEnter CR/X Grades on EXCG and IEP Courses for all Summer CRN’s |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|  | NSC – Adv. File Fall 2024 |  |  |  | Summer 2024 Grade System Available for Submission of Grades for all courses / Faculty EmailDUE DATE: TUESDAY, AUGUST 6, 2024 Noon. Processed in the afternoon |  |

August 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 28 | 29 | 30 | 31 | 1 | **2** | 3 |
|  |  | NSC – Subsequent Enrollment File – Summer 2024 |  | Summer Session 2024 Final Exam Fourth Three-Week / Second Six-Week / Second Nine-Week / Twelve-Week SessionsSummer Session 2024 Last day of ClassesPotomac State NSOSFS – Fall 2023 due date |  |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  | WVUIT Registration and Family Information Days August 7th through 11th  | Summer Final Grades Due by NoonSummer Session 2024 FINAL Production Load of Student Grades after Noon | Run SFRRGAM (Failure to meet Pre-Requisite) for Fall 2024 –Email lists to CollegesInternational NSO TBD | Degree Conferring DateSend Failure to Meet Pre-Requisite e-mail to students who may be removed for pre-req failureWVUIT International Orientation  |  |
| 11 | 12 | 13 | 14  | 15 | 16 | 17 |
| PSC – Student Services Day | Roll Summer and Fall 2025 Schedule Material1**9**Fall 2024 General Registration DayRemove RF hold for all incoming freshmenDegree Works - GTVSDAX update for Fall 2024WVUIT NSONSC Adv. File Fall 2024 | PSC – Student Services DayWVUIT - NSO | THROUGH AUG 22 – Late Registration/Course Adjustment Week |  | Term Pins Set for Spring 2024 – All CampusesAugust 2024 Graduation Deletions and Dean’s Sign offs for tentative list dueSpring 2025 – CLSS Schedule Closed for SLI Coordinators |  |
| 18 | 22 | 20 | 21 | 22 | 23 | 24 |
|  |  | Application for December 2024 Graduation Opens**27** - Fall 2024 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 2024NSC – Summer 2024 Grads only file | **First day of class** | Report FT COOP Courses | First half of term Add X Audit Grades / CR EXCG Grades Fall 2024Mid-term On-line Submission AvailableTentative Part of Terms set in Banner for Spring 2025Spring 2025 – CLSS – Chair’s Approval Due | Chair’s Approval is Due in CLSS for Spring 2025 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|  |  |   | Requests for Priority Pre-Reg Lists Due by Sep 20th / PSC and WVUIT lists distributed | SUMMER 2024 Grade Roll for Law | LAW 202405 Graduation Certification |  |

September 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  | **UNIVERSITY CLOSED –** Labor Day | NSC – First of Term Enrollment File – Fall 2024SFS – RNP AM Drop | August 2024 Graduation Reinstatement DeadlineSFS – eBills sent; due Oct 1st.  |  | Spring 2025 – CLSS – Dean’s Approval Due |  |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  | SFS – Last day to be reinstated by NOON |  |  | Update/Review STVTERM for next two years | Yearly FERPA Notice sent to all students |  |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  |  | NSC – Summer 2024 Degree Verify File  |  |  | All Pre-Registration Lists must be obtained in preparation for Time Ticket assignments. |  |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|  |  | Spring 2025 – CLSS – Validation Due for Regional Campuses |  |  | Fall 2024 Mid Term Email to Faculty – Due by Noon on October 7th  |  |
| 29 | 30  |  |  |  |  |  |
|  | Time Ticket Assignments for Spring 2025 Pre-Registration |  |  |  |  |  |

October 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  | 1 | 2 | 3  | 4  | 5 |
|  |  | SPRING 2025 Schedule of Courses Available on STARNSC – Subsequent Enrollment File – Fall 2024SFS – Payment due date | Fall 2024 Grade Submission Open / Email to Faculty for courses that ended within the first eight weeksDUE DATE: MONDAY, OCTOBER 7, 2024, by Noon |  |  |  |
| 6 | 7 | 8 | 9 | 10 | 11 – Fall Break  | 12 |
|  |  | PSC/WVUIT-SPRING 2025 Pre-Registration Exceptions / open registration on Oct 15th | Post Spring 2025 Final Exam Schedule Midterm Grades Due by Noon (Courses 499 and below) |  | Second Half of term Entering of X Audit Grades/ CR EXCG Grades – Fall 2024December 2024 Graduation Student Application Deadline |  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|  | Second Half Courses beginROLL 1ST 8 WEEK GRADES, DUE BY NOONRun pre-requisite check for 2nd 8-week courses | Keyser and Beckley Open Registration  | Registration - Professional, Graduate, L3, Athletes | Registration – L2 | Registration – L1 |  |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|  | 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 2024 Coordinator Approval DeadlineRegistration - Juniors (60 – 89 hours) |  |

November 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 27 | 28 October  | 29 October  | 30 Oct | 31 Oct | 1 | 2 |
|  | 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 2025 Schedule Material to Departments SFS – Payment due date |  |
| 3 | 4 | 5 –  | 6 | 7 | 8 | 9 |
|  |  | **University Closed – Election Day** | NSC – Subsequent Enrollment File – Fall 2024 |  | Discover PSC Event |  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|  |  |  |  |  | SFS - Spring 2025 fee assessment |  |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|  | NR to F / I to IP Email to Faculty for Spring and Summer 2024SFS – First Spring Assessment – Portal closed for studentsNSC – Adv. Spring 2025 File  | Last Day to W/D from an Individual Course for full term/ Last Day to W/D from University |  |  |  |  |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|  | NR to F / I to IF Email to Students for Spring and Summer 2024 |  | **UNIVERSITY CLOSED –** Day Before Thanksgiving  | **UNIVERSITY CLOSED –** Thanksgiving  | **UNIVERSITY CLOSED –** Lincoln’s Day |  |

December 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| SFS – Payment due date |  | NSC – Subsequent Enrolment File – Fall 2024SFS – eBills sent to students due January 1st.  |  | Financial Aid Status in Degree Works will point to Spring 2024 |  |  |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  | NR to F / I to IF Grade Conversion for Spring and Summer 2024 Grades |  |  | Fall 2024 Last Day of ClassesFinal Entering CR/X Grades on EXCG and IEP Courses for all Fall 2024 CRN’s | PREP DAY FOR FINALS |  |
| 15 | 16 Final Exam | 17 Final Exam  | 18 Final Exam | 19 Final Exam | 20 Final Exam | 21 |
|  | Email – FINAL GRADE SUBMISSION TO FACULTYFall 2024 Grade System Available for Submission Due Date: MONDAY, DECEMBER 22, 2024 AT NOON | NSC – Subsequent Enrollment File – Fall 2024 |  |  |  | December 2024 CommencementDecember 2024 Degree Conferral Date |
| 22 | 23 **First Day of Winter Classes** | 24 | 25 | 26 | 27 | 28 |
|  | Fall 2024 Final Grade Submission Due (NOON)Fall 2024 Production Load of Student Grades (P.M.) WEB not Available – End-of-Term Grade ProcessingFall 2024 End of Term ProcessingFall 2024 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 2024 |  |
| 29 | 30 | 31 |  |  |  |  |
|  |  | NSC Adv. File Spring 2025 |  |  |  |  |