January 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |  |
| 1 | 2 | 3 | 4 | 5 | 6 **General Registration** | 7 |
|  |  | NSC Adv. File Spring 2023  SFS – Payment Due Date (100%) | Degree Works – Run Equivalency Extract | Last Day of Winter Classes | Deletions and Dean’s Sign Off’s for Tentative Fall 2022 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 2023 |  |
| 8 | 9 **First Day of Class**  C | 10 | 11 | 12 | 13 | 14 |
|  | Course Adjustment | Course Adjustment | Course Adjustment  Report FT COOP Courses prior to first of Spring enrollment file  LAW 2022 08 Graduation Certification  NSC – Fall 2022 Graduates Only File | Course Adjustment  Term Setup for Fall 2023 | SPRING 2023 Last day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit, Change Credit Hours, Drop a course without a “W” |  |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  | **UNIVERSITY** **CLOSED** – Martin Luther King, Jr. Day | Graduation Application for May 2023 Opens  NSC – First Term of Spring 2023  Run Dean’s and President’s List | Term Pins Set for Fall 2023 - 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 2023  First Half of Adding of X Audit Grades/ CR EXCG Courses for Spring 2023  Safe date for Athletes / Veterans rolled for priority registration FALL 2023 Graduation Reinstatement deadline for Fall 2022 |  |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|  |  | CLSS - SLI Coordinators Must Stop Entering Data in CLSS for Fall 2023 |  |  |  |  |

February 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 29 – January | 30 – January | 31 - January | 1 | 2 | 3 | 4 |
|  |  | Tentative Date for RNP Spring 2023  NSC – Fall 2022 Degree Verify File  CLSS – 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 24th/ PSC and WVUIT lists  Fall 2023 Schedule Material Due |  |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  | SFS - Last Day for students to be reinstated by NOON | CLSS - Dean’s Approval is Due |  |  | Last Day to Apply for Spring 2023 Graduation (PSC) |  |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|  |  | NSC - Enrollment File - Spring 2023 |  |  |  |  |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|  | PSC Open House (Discover PSC Day) |  |  |  | Deadline for Priority Registration Lists/Updates for Summer and Fall 2023 Pre-Reg / PSC and WVUIT lists |  |
| 26 | 27 | 28 |  |  |  |  |
|  | Midterm Grades Due by noon Email to Faculty |  |  |  |  |  |

March 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  | 1 | 2 | 3 **Midterm Grades Due** | 4 |
|  |  |  | Email Potential Suspended Students | SFS - Payment due date |  |  |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  | Time Ticket Assignments for Fall and Summer 2023 Pre-Registration  Student Email regarding Time Ticket Assignment for Fall and Summer 2023  Remove any Temporary Attributes for Exceptions once assigned  8 week grades due at 12:00 Noon  8 Week Grades Due – Noon | FALL and Summer 2023 Schedule of Courses available on-line |  |  | Deadline to Apply for Graduation SPRING 2023 |  |
| 12 | 13 **Spring Recess (SR)** | 14 (SR) | 15 (SR) | 16 (SR) | 17 (SR) | 18 |
|  |  | NSC - Enrollment File - Spring 2023 | Post Fall 2023 Final Exam Schedule |  |  |  |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|  | Spring 2024 Schedule Roll | PSC/WVUIT-Fall 2023 Pre-Registration Exceptions / open registration on March 28 | Priority Registration - Professional, Graduate, L3, Athletes | Priority Registration – L2 | Priority Registration – L1  Graduation May 2023 Coordinator Approval deadline |  |
| 26 | 27 | 28 | 29 | 30 | 31 |  |
|  | Seniors: Honors, Veterans, ROTC, ADA Accommodations (90+ hours) | Keyser and Beckley Open Registration AND  Registration - Seniors (90+ hours) |  | Registration - Juniors: Honors, Veterans, ROTC, ADA Accommodations (60 – 89 hours)  Summer 2023 SOATERM On-line Assessment = Y | Registration - Juniors (60 – 89 hours)  Financial Aid Status in Degree Works will point to Summer 2023  Summer 2023 Assessment |  |

April 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  | 1 |
|  |  |  |  |  |  | WVUIT Student Registration and Family Information Day  SFS – Payment due date |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  | Registration - Sophomores: Honors, Veterans, ROTC, ADA Accommodations (30 – 59 hours)  NSC-Adv File Summer 2023 | Registration - Sophomores (30 – 59 hours) | Registration - Freshman: Honors, Veterans, ROTC, ADA Accommodations (1 – 29 hours) | Registration - Freshman (1 – 29 hours)  Potomac State NSO | **UNIVERSITY CLOSED – Spring Holiday** |  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  | NSC – Enrollment File – Spring 2023 |  |  | Last Day to Drop a Class and Last Day to Withdraw from the University |  |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|  | NR to F / I to IF email to Associate Deans for Fall 2022 |  |  |  | Potomac State NSO |  |
| 23 | 24 | 25 | 26 | 27 | **28 Last Day of Classes** | 29 |
|  | NR to F / I to IF Emil to Students for Fall 2022 |  |  |  | Grade Process Open for Submission of Grades  e-Mail to Faculty DUE: MONDAY, MAY 8, NOON  Potomac State NSO | WVUIT Student Registration and Family Information Day |

May 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 30 | **1 Final Exams** | **2 Final Exams** | **3 Final Exams** | **4 Final Exams** | **5 Final Exams** | 6 |
|  | 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 2022 Grades  SFS – Payment Due Date | NSC – Enrollment File – Spring 2023 |  |  |  | Potomac State Commencement  WVU Tech Campus Commencement |
| 7 | 8 **First Day Maymester** | 9 | 10 | 11 | **12 Commencement** | **13 Commencement** |
|  | Final Submission of Spring 2023 Grades due (NOON).  Spring 2023 Processing Student Grades.  Degree Works Unavailable on Web Afternoon  NSC- Adv. File Summer 2023 |  | Grades available to view in afternoon | Academic Standing Run at conclusion of Grade Processing for Spring 2023  Spring 2023 End of term processing concludes  Run Failure To Meet pre-requisite report for Summer 2023 | Degree Works - GTVSDAX Update for Summer 2023  WVUIT Student Registration and Family Information Day |  |
| 14 | 15 First Day Summer | 16 | 17 | 18 | 19 | 20 |
| **Commencemen**t  Official Graduation Conferral Date | Summer 2023 General Registration  First Day of Classes Summer 2023  Potomac State NSO | Summer 2023 Last day to Register/Add Courses or Make section changes for 1st six-week session |  |  | May 2023 Graduation Deletions and Dean’s Sign offs for tentative lists due  Fall 2022 Attribute Update Sheet Email sent / Due June 2rd  Initial Adding of X Audit Grades/ CR EXCG Courses Summer 2023  WVUIT Student Registration and Family Information Day |  |
| 21/28 | 22 | 23  Application for Graduation August 2023 Opens | 24 | 25  **24** - Summer Grade Submission Open  Email Faculty for All courses that ended within the first three weeks DUE DATE: TUESDAY, JUNE 7, 2023 in P.M.  Tentative Date for RNP Summer 2023 | **26** **Last Day Maymester**  Report FT COOP Courses prior to first of Summer enrollment file | 27 |

June 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 28 | 29 – May | 30 – May | 31 – May | 1 | 2 | 3 |
|  | **UNIVERSITY CLOSED –** Memorial Day | NSC – Spring 2023 GRADS ONLY File |  | New Student Orientation Begins for 2023 Fall 6/1 through 6/30  Financial Aid Status in Degree Works will point to Fall 2023 | Final Exams for the 1st 3 Weeks  May 2023 Graduation Reinstatements to graduation due  Fall 2023 Attribute Update Sheet Due  Spring 2023 Grades Roll for Law |  |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  | President’s/Dean’s List is run for Spring 2023 | Summer 2023 First Three Weeks Grades Due (Noon)  Summer 2023 Production Load of Student Grades for first three weeks | Spring 2023 Law Graduation Certification |  | WVUIT Student Registration and Family Information Day |  |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|  | Spring 2023 Grades Roll for Medicine  NSC – Advanced Fall 2023 |  |  |  | Potomac State NSO |  |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|  |  | Summer 2023 Grade Submission / Faculty Email – Open for all courses that ended within first six weeks  DUE DATE: TUESDAY, JUNE 28, 2023 Noon. Processed in afternoon |  | CLSS Access Opens for all SLIs for Spring 2024 | Final Exam Summer 2023.  First Six-Week Session /  Second Three-Week Session  2023 WVUIT Student Registration and Family Information Day |  |
| 25 | 26 | 27 | 28 | 29 | 30 | July 1 |
|  | Start of Summer 2023 Second Six Week courses | Summer 2023 First Six Weeks Grades Due (NOON)  Summer 2023 Production Load of Student Grades |  |  | Fall 2023 SOATERM On-line Assessment = Y |  |

July 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  | SFS – Fall 2023 fee assessment | **UNIVERSITY CLOSED** – Independence Day | NSC - Enrollment File – Summer 2023 | NSC - Degree Verify File – May 2023 Grads | Summer Session 2023 Last day to Withdraw from the University for full term courses. Note: Unless previous Summer courses have rolled to academic history.  WVUIT Student Registration and Family Information Day  Deadline to Apply for Graduation for August 2023 |  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  | NSC-Adv. File Fall 2023 | Summer 202 3Grade Submission / Faculty Email – All courses that ended within the first nine weeks  DUE DATE: TUESDAY, JULY 18, 2023 Noon. Processed in the afternoon  NSC – Degree Verify File May 2023 Grads |  |  | Final Exam Summer 2023 for Third Three-Week Session /1st 9 Week Session.  Potomac State NSO |  |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|  |  | Summer 2023 First Nine Weeks Grades Due (Noon)  Summer 2023 Production Load of Grades |  |  | Graduation August 2023 Coordinator Approval Deadline  Enter CR/X Grades on EXCG and IEP Courses for all Summer CRN’s  WVUIT Student Registration and Family Information Day |  |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  |  |  |  |  | Summer 2023 Grade System Available for Submission of Grades for all courses / Faculty Email  DUE DATE: TUESDAY, AUGUST 8, 2023 Noon. Processed in the afternoon |  |

August 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 30 | 31 | 1 | 2 | 3 | **4** | 5 |
|  |  | NSC – Enrollment File – Summer 2023  SFS – Fall 2023 due date |  | Summer Session 2023 Final Exam Fourth Three-Week / Second Six-Week / Second Nine-Week / Twelve-Week Sessions  Summer Session 2023 Last day of Classes  WVUIT Student Registration and Family Information Day | |  |
| 6 | 7 | 8 | 9 | **10** | 11 | 12 |
|  | WVUIT Registration and Family Information Days August 7th through 11th NSC – Advanced File – Fall 2023 | Summer Final Grades Due by Noon  Summer Session 2023 FINAL Production Load of Student Grades after Noon | Run SFRRGAM (Failure to meet Pre-Requisite) for Fall 2023 –  Email lists to Colleges  International NSO TBD | | Degree Conferring Date  Send Failure to Meet Pre-Requisite e-mail to students who may be removed for pre-req failure |  |
| 13 | 14 | 15 | **16 First day of class** | 17 | 18 | 19 |
| PSC – Student Services Day | Fall 2023 General Registration Day  Remove RF hold for all incoming freshmen  Degree Works - GTVSDAX update for Fall 2023  WVUIT NSO | PSC – Student Services Day  WVUIT - NSO | THROUGH AUG 22 – Late Registration/Course Adjustment Week |  | Term Pins Set for Spring 2024 – All Campuses  August 2023 Graduation Deletions and Dean’s Sign offs for tentative list due | SLI Coordinators Must Stop Entering Data in CLSS for Spring 2024 |
| 20 | 22 | 22  **22** - Fall 2023 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”  Application for December 2023 Graduation Opens | 23 | 24 | 25 | 26 |
|  |  |  |  | Report FT COOP Courses | First half of term Add X Audit Grades / CR EXCG Grades Fall 2023  Mid-term On-line Submission Available  Tentative Part of Terms set in Banner for Spring 2024 | Chair’s Approval is Due in CLSS for Spring 2024 |
| 27 | 28 | 29 | 30 | 31 |  |  |
|  | Roll FALL 2024 schedule material | Tentative Date for RNP – Fall 2023 | Requests for Priority Pre-Reg Lists Due by Sep 22nd / PSC and WVUIT lists distributed NSC – Summer 2023 GRADS ONLY File – Aug. 2023 Grads | SUMMER 2023 Grade Roll for Law |  |  |

September 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  | 1 | 2 |
|  |  |  |  |  | LAW 202305 Graduation Certification  SFS - RNP Drop EOB and eBills sent to students, due October 1 |  |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  | **UNIVERSITY CLOSED –** Labor Day | NSC – First Enrollment File – Fall 2023 | August 2023 Graduation Reinstatement Deadline | SFS – Last day to be reinstated by NOON |  | Dean’s Approval is Due in CLSS for Spring 2024 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|  |  | NSC – Summer 2023 Degree Verify File |  | Update/Review STVTERM for next two years | Yearly FERPA Notice sent to all students |  |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|  |  | NSC – Enrollment File – Fall 2023  SPRING 2024 Schedule Material to Departments for Review |  |  | All Pre-Registration Lists must be obtained in preparation for Time Ticket assignments. |  |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|  |  |  |  |  | Fall 2023 Mid Term Email to Faculty – Due by Noon on October 5th |  |

October 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 – Fall Break | 6 – Fall Break | 7 |
| SFS – Payment due date | Time Ticket Assignments for Spring 2024 Pre-Registration |  | Fall 2023 Grade Submission Open / Email to Faculty for courses that ended within the first eight weeks  DUE DATE: MONDAY, OCTOBER 9, 2023, by Noon  Midterm Grades Due by Noon (Courses 499 and below) |  |  |  |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  | Second Half Courses begin  ROLL 1ST 8 WEEK GRADES, DUE BY NOON  Run pre-requisite check for 2nd 8-week courses | PSC/WVUIT-SPRING 2024 Pre-Registration Exceptions / open registration on Oct 17th  SPRING 2024 Schedule of Courses Available on STAR | Post Spring 2024 Final Exam Schedule |  | Second Half of term Entering of X Audit Grades/ CR EXCG Grades – Fall 2023  December 2023 Graduation Student Application Deadline |  |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  |  | NSC – Enrollment File – Fall 2023  Keyser and Beckley Open Registration | Registration - Professional, Graduate, L3, Athletes | Registration – L2 | Registration – L1 |  |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|  | 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 2023 Coordinator Approval Deadline  Registration - Juniors (60 – 89 hours) |  |

November 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 29 | 30 October | 31 October | 1 | 2 | 3 | 4 |
|  | Registration - Sophomores: Honors, Veterans, ROTC, ADA Accommodations (30 – 59 hours) | Registration - Sophomores (30 – 59 hours) | SFS – Payment due date | Registration - Freshman: Honors, Veterans, ROTC, ADA Accommodations (1 – 29 hours) | Registration - Freshman (1 – 29 hours)  Fall 2024 Schedule Material to Departments |  |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  | NSC – Advanced Spring 2024 File |  | Discover PSC Event |  |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|  |  | NSC – Enrollment File – Fall 2023 |  |  | Last Day to W/D from an Individual Course for full term/ Last Day to W/D from University |  |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| SFS - Spring 2024 fee assessment | NR to F / I to IP Email to Faculty for Spring and Summer 2023  SFS – First Spring Assessment – Portal closed for students |  | **UNIVERSITY CLOSED –**  Day Before Thanksgiving | **UNIVERSITY CLOSED –** Thanksgiving | **UNIVERSITY CLOSED –** Lincoln’s Day |  |
| 26 | 27 | 28 | 29 | 30 |  |  |
|  | NR to F / I to IF Email to Students for Spring and Summer 2023 |  |  |  |  |  |

December 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  | 1 | 2 |
|  |  |  |  | Financial Aid Status in Degree Works will point to Spring 2023 | SFS – eBills sent to students, due January 1st |  |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  | NR to F / I to IF Grade Conversion for Spring and Summer 2023 Grades |  |  | Fall 2023 Last Day of Classes  Final Entering CR/X Grades on EXCG and IEP Courses for all Fall 2023 CRN’s | PREP DAY FOR FINALS |  |
| 10 | 11 Final Exam | 12 Final Exam | 13 Final Exam | 14 Final Exam | 15 Final Exam | 16 |
|  | Email – FINAL GRADE SUBMISSION TO FACULTY  Fall 2023 Grade System Available for Submission Due Date: MONDAY, DECEMBER 18, 2023 AT NOON | NSC – Enrollment File – Fall 2023 |  |  |  | December 2023 Commencement  December 2023 Degree Conferral Date |
| 17 | 18 **First Day of Winter Classes** | 19 | 20 | 21 | 22 | 23 |
|  | Fall 2023 Final Grade Submission Due (NOON)  Fall 2023 Production Load of Student Grades (P.M.) WEB not Available – End-of-Term Grade Processing | Fall 2023 Grades Available on WEB afternoon POST end of term processing  Fall 2023 End of Term Processing | Academic Standing  Run at the conclusion of Grade Processing for Fall 2023 |  | **UNIVERSITY CLOSED –** Winter Holiday |  |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|  | **UNIVERSITY CLOSED –** Christmas (Observed) | **UNIVERSITY CLOSED –** Winter Holiday |  |  |  |  |