# January 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 2 | 3 RUN SFARRGAM for SPRING 2022<br><br>SFS – Payment Due Date (100%) | 4 | 5 Degree Works – Run Equivalency Extract | 6 **Last Day of Winter Classes**<br><br>Remove Pre-requisite failures (SFARRGAM process) | 7 **General Registration**<br><br>Deletions and Dean's Sign Off's for Tentative Fall 2021 List Due<br><br>2022 Work Request to stop generation of RF Holds for Spring and Summer 2022(First Time Freshman)<br><br>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 2022 | 8 |
| 9 | 10 **First Day of Class**<br>Course Adjustment<br><br>Run Dean's and President's List | 11 Course Adjustment | 12 Course Adjustment<br><br>Report FT COOP Courses prior to first of Spring enrollment file<br><br>LAW 2021 08 Graduation Certification | 13 Course Adjustment Term Setup for Fall 2022 | 14 SPRING 2022 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 **UNIVERSITY CLOSED** – Martin Luther King, Jr. Day | 18 Graduation Application for May 2022 Opens<br><br>NSC – Fall 2021 Graduates Only File | 19 Term Pins Set for Fall 2022 - ALL campuses- Post Add/Drop and General Reg, Prior to RNP and Pre-Reg | 20 | 21 Mid-term grade ability turned on for all parts of term - Spring 2022<br>First Half of Adding of X Audit Grades/ CR EXCG Courses for Spring 2022<br>Safe date for Athletes / Veterans rolled for priority registration FALL 2022<br>Graduation Reinstatement deadline for Fall 2021 | 22 |
| 23 | 24 | 25 NSC – First Term of Spring 2022<br>CLSS - SLI Coordinators Must Stop Entering Data in CLSS for Fall 2022 | 26 | 27 | 28 | 29 |

Note: 12 Month Calendars are created in advance of the Calendar Year and are subject to change.

Questions: Please contact registrar@mail.wvu.edu

# February 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 30 – January | 31 – January<br><br>SFS - RNP Drop EOB and eBills sent to students, due March 1st | 1<br><br>Tentative Date for RNP Spring 2022<br><br>NSC – Fall 2021 Degree Verify File<br><br>CLSS – Chair's Approval is Due | 2 | 3 | 4<br><br>SFS - Last Day for students to be reinstated by NOON<br><br>Requests for Priority Pre-Reg Lists Due by Feb 24th / PSC and WVUIT lists<br><br>Fall 2022 Schedule Material Due | 5 |
| 6 | 7 | 8<br><br>NSC - Enrollment File - Spring 2022<br><br>CLSS - Dean's Approval is Due | 9 | 10 | 11<br><br>Last Day to Apply for Spring 2022 Graduation (PSC) | 12 |
| 13 | 14 | 15<br><br>NSC – Advanced File – Summer 2022 | 16 | 17 | 18 | 19 |
| 20 | 21<br><br>PSC Open House (Discover PSC Day) | 22<br><br>NSC - Enrollment File - Spring 2022 | 23<br><br>Deadline for Priority Registration Lists/Updates for Fall 2022 Pre-Reg / PSC and WVUIT lists | 24 | 25 | 26 |
| 27 | 28<br><br>Time Ticket Assignments for Fall 2021 Pre-Registration<br><br>Remove any Temporary Attributes for Exceptions once assigned<br><br>SFS - Payment due date<br><br>Midterm Grades Due by noon Email to Faculty | | | | | |

# March 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | 1 | 2<br><br>Email Potential Suspended Students | 3 | 4 **Mid-Check Grades Due** | 5 |
| 6 | 7<br><br>Student Email regarding Time Ticket Assignment for Fall 2021 | 8<br><br>FALL 2022 Schedule of Courses available on-line<br><br>NSC - Enrollment File - Spring 2022 | 9 | 10 | 11<br><br>Deadline to Apply for Graduation SPRING 2022 | 12 |
| 13 | 14 **Spring Recess (SR)** | 15 (SR)<br><br>NSC – Advanced File – Summer 2022 | 16 (SR) | 17 (SR) | 18 (SR) | 19 |
| 20 | 21<br><br>Spring 2023 Schedule Roll | 22<br><br>Beckley and Keyser Exceptions<br><br>NSC – Enrolment File – Spring 2022 | 23<br><br>Priority Registration - Professional, Graduate, L3, Athletes | 24<br><br>Priority Registration – L2 | 25<br><br>Priority Registration – L1<br><br>Graduation May 2022 Coordinator Approval deadline | 26 |
| 27 | 28<br><br>Seniors: Honors, Veterans, ROTC, ADA Accommodations (90+ hours)<br><br>Summer 2023 Schedule Roll | 29<br><br>Keyser and Beckley Open Registration AND<br>Registration - Seniors (90+ hours) | 30 | 31<br><br>Registration - Juniors: Honors, Veterans, ROTC, ADA Accommodations (60 – 89 hours)<br><br>Summer 2022 SOATERM On-line Assessment = Y | | |

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# April 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | | 1<br><br>Registration - Juniors (60 – 89 hours)<br><br>Financial Aid Status in Degree Works will point to Summer 2022 | 2<br><br>WVUIT Student Registration and Family Information Day |
| 3 | 4<br><br>Registration - Sophomores: Honors, Veterans, ROTC, ADA Accommodations (30 – 59 hours) | 5<br><br>Registration - Sophomores (30 – 59 hours)<br><br>NSC - Enrollment File - Spring 2022 | 6 | 7<br><br>Registration - Freshman: Honors, Veterans, ROTC, ADA Accommodations (1 – 29 hours) | 8<br><br>Registration - Freshman (1 – 29 hours)<br><br>Potomac State NSO | 9 |
| 10 | 11 | 12<br><br>NSC - Advanced Summer 2022 File | 13 | 14<br><br>Last Day to Drop a Class and Last Day to Withdraw from the University | 15<br><br>**UNIVERSITY CLOSED –** Spring Holiday | 16 |
| 17 | 18<br><br>NR to F / I to IF email to Associate Deans for Fall 2021 | 19<br><br>NSC – Enrollment File – Spring 2022 | 20 | 21 | 22<br><br>Potomac State NSO | 23 |
| 24 | 25<br><br>NR to F / I to IF Emil to Students for Fall 2021 | 26 | 27 | 28 | **29  Last Day of Classes**<br><br>Grade Process Open for Submission of Grades<br><br>e-Mail to Faculty DUE: MONDAY, MAY 9, NOON<br><br>Potomac State NSO | 30<br><br>WVUIT Student Registration and Family Information Day |

# May 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 1 | **2 Final Exams** <br><br> Final Adding of Entering CR/X Grades on EXCG and IEP Courses for all Spring CRN's <br><br> NR to F / I to IF Grade Conversion for Fall 2021 Grades | **3 Final Exams** <br><br> NSC – Enrollment File – Spring 2022 | **4 Final** | **5 Final Exams** | **6 Final Exams** | 7 <br><br> Potomac State Commencement <br> WVU Tech Campus Commencement |
| 8 | 9 **First Day Maymester** <br><br> Final Submission of Spring 2022 Grades due (NOON). <br> Spring 2022 Processing Student Grades. <br> Degree Works Unavailable on Web Afternoon | 10 <br><br> **UNIVERSITY CLOSED –** Primary Election Day | 11 <br><br> Grades available to view in afternoon <br> NSC – Advanced Summer 2022 File | 12 <br><br> Academic Standing Run at conclusion of Grade Processing for Spring 2022 <br> Spring 2022 End of term processing concludes <br> Run Failure To Meet pre-requisite report for Summer 2022 | **13 Commencement** <br><br> Potomac State NSO <br> Degree Works - GTVSDAX Update for Summer 2022 <br> WVUIT Student Registration and Family Information Day | **14** **Commencem** |
| 15 <br><br> Commencement <br> Official Graduation Conferral Date | 16 First Day Summer <br><br> Summer 2022 General Registration <br> First Day of Classes Summer 2022 | 17 <br><br> Summer 2022 Last day to Register/Add Courses or Make section changes for 1st six-week session | 18 | 19 | 20 <br><br> May 2022 Graduation Deletions and Dean's Sign offs for tentative lists due <br><br> Fall 2022 Attribute Update Sheet Email sent / Due June 3rd <br> Initial Adding of X Audit Grades/ CR EXCG Courses Summer 2022 <br><br> WVUIT Student Registration and Family Information Day Potomac State NSO | 21 |
| 22/29 <br><br> Spring 2023 Schedule Roll | 23/**30 – University Closed Memorial Day** | 24/**31** <br><br> **24** - Summer Grade Submission Open <br><br> Email Faculty for All courses that ended within the first three weeks DUE DATE: TUESDAY, JUNE 7, 2022 in P.M. <br><br> Tentative Date for RNP Summer 2022 <br><br> Application for Graduation August 2022 Opens | 25 | 26 <br><br> **31** <br> NSC – Spring 2022 GRADS ONLY File | **27 Last Day Maymester** <br><br> Report FT COOP Courses prior to first of Summer enrollment file | 28 |

Note: 12 Month Calendars are created in adva

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# June 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | 1<br><br>New Student Orientation Begins for 2022 Fall 6/1 through 6/30<br><br>Financial Aid Status in Degree Works will point to Fall 2022 | 2 | 3<br><br>Final Exams for the 1st 3 Weeks<br>May 2022 Graduation Reinstatements to graduation due<br>NSC – Enrollment File – Summer 2022<br>Fall 2022 Attribute Update Sheet Due<br>Spring 2022 Grades Roll for Law | 4 |
| 5 | 6<br><br>President's/Dean's List is run for Spring 2022 | 7<br><br>Summer 2022 First Three Weeks Grades Due (Noon)<br>Summer 2022 Production Load of Student Grades for first three weeks | 8<br><br>Spring 2022 Law Graduation Certification | 9 | 10<br><br>WVUIT Student Registration and Family Information Day<br>Potomac State NSO | 11 |
| 12 | 13<br><br>Spring 2022 Grades Roll for Medicine | 14<br><br>NSC – Advanced Fall 2022 File | 15 | 16 | 17 | 18 |
| 19 | 20 | 21<br><br>Summer 2022 Grade Submission / Faculty Email – Open for all courses that ended within first six weeks<br>DUE DATE: TUESDAY, JUNE 28, 2022 Noon. Processed in afternoon<br>NSC – Enrollment File – Summer 2022 | 22<br><br>Spring/Summer 2023 - SLI Coordinators Access to CLSS is Open | 23 | 24<br><br>Final Exam Summer 2022.<br>First Six-Week Session / Second Three-Week Session<br><br>2022 WVUIT Student Registration and Family Information Day | 25 |
| 26 | 27 | 28<br><br>Summer 2022 First Six Weeks Grades Due (NOON)<br>Summer 2022 Production Load of Student Grades | 29 | 30 | July 1<br><br>Fall 2022 SOATERM On-line Assessment = Y | July 2 |

# July 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 3 | 4 <br><br>**UNIVERSITY CLOSED –** Independence Day | 5 <br><br>NSC - Enrollment File – Summer 2022 | 6 | 7 <br><br>NSC - Degree Verify File – May 2022 Grads | 8 <br><br>Summer Session 2022 Last day to Withdraw from the University for full term courses. Note: Unless previous Summer courses have rolled to academic history. <br><br>WVUIT Student Registration and Family Information Day <br><br>Deadline to Apply for Graduation for August 2022 | 9 |
| 10 | 11 <br><br>Potomac State NSO | 12 <br><br>Summer 2022 Grade Submission / Faculty Email – All courses that ended within the first nine weeks <br><br>DUE DATE: TUESDAY, JULY 19, 2022 Noon. Processed in the afternoon <br>NSC – Advanced Fall 2022 file | 13 | 14 | 15 <br><br>Final Exam Summer 2022 for Third Three-Week Session / <br>1st 9 Week Session. | 16 |
| 17 | 18 | 19 <br><br>Summer 2022 First Nine Weeks Grades Due (Noon) <br><br>Summer 2022 Production Load of Grades <br><br>NSC – Enrollment File Summer 2022 | 20 | 21 | 22 <br><br>Graduation August 2022 Coordinator Approval Deadline <br>Enter CR/X Grades on EXCG and IEP Courses for all Summer CRN's <br>WVUIT Student Registration and Family Information Day | 23 |
| 24/31 | 25 <br><br>Potomac State NSO | 26 | 27 | 28 | 29 <br><br>Summer 2022 Grade System Available for Submission of Grades for all courses / Faculty Email <br>DUE DATE: TUESDAY, AUGUST 9, 2022 Noon. Processed in the afternoon | 30 |

# August 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | 1 | 2<br><br>NSC – Enrollment File – Summer 2022 | 3 | 4<br><br>Summer Session 2022 Final Exam Fourth Three-Week / Second Six-Week / Second Nine-Week / Twelve-Week Sessions<br>Summer Session 2022 Last day of Classes<br>Potomac State NSO<br>WVUIT Student Registration and Family Information Day | 5<br><br> | 6 |
| 7 | 8<br><br>WVUIT Registration and Family Information Days August 8th through 12th | 9<br><br>Summer Final Grades Due by Noon<br>Summer Session 2022 FINAL Production Load of Student Grades after Noon<br>NSC – Advanced File – Fall 2022 | 10<br><br>Run SFRRGAM (Failure to meet Pre-Requisite) for Fall 2022 –<br>Email lists to Colleges<br>International NSO TBD | **11**<br><br> | 12<br><br>Degree Conferring Date<br>Send Failure to Meet Pre-Requisite e-mail to students who may be removed for pre-req failure | 13 |
| 14<br><br>PSC – Student Services Day | 15<br><br>Fall 2022 General Registration Day<br><br>Remove RF hold for all incoming freshmen<br><br>Degree Works - GTVSDAX update for Fall 2022<br><br>WVUIT NSO | 16<br><br>PSC – Student Services Day<br>WVUIT - NSO | **17 First Day of Classes**<br><br>THROUGH AUG 23 – Late Registration/Course Adjustment Week | 18 | 19<br><br>Term Pins Set for Spring and Summer 2023 – All Campuses<br><br>August 2022 Graduation Deletions and Dean's Sign offs for tentative list due | 20 |
| 21 | | 23<br><br>**23** - Fall 2022 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"<br>Application for December 2022 Graduation Opens<br>SLI Coordinators Must Stop Entering Data in CLSS for Spring/Summer 2023 | 24 | 25<br><br>Report FT COOP Courses | 26<br><br>First half of term Add X Audit Grades / CR EXCG Grades Fall 2022<br>Mid-term On-line Submission Available<br>Tentative Part of Terms set in Banner for Spring 2023 | 27 |
| 28 | 29<br><br>Roll FALL 2023 schedule material | 30<br><br>Tentative Date for RNP – Fall 2022<br><br>Chair's Approval is Due in CLSS for Spring/Summer 2023 | 31<br><br>Requests for Priority Pre-Reg Lists Due by Sep 24th / PSC and WVUIT lists distributed<br>NSC – Summer 2022 GRADS ONLY File – Aug. 2022 Grads | | | |

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# September 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | 1<br><br>SUMMER 2022 Grade Roll for Law | 2<br><br>LAW 202205 Graduation Certification | 3 |
| 4 | 5<br><br>**UNIVERSITY CLOSED –** Labor Day | 6<br><br>Dean's Approval is Due in CLSS for Spring/Summer 2023<br><br>NSC – First Enrollment File – Fall 2022 | 7<br><br>August 2022 Graduation Reinstatement Deadline | 8<br><br>NSC – Summer 2022 Degree Verify File | 9 | 10 |
| 11 | 12 | 13 | 14 | 15<br><br>Update/Review STVTERM for next two years | 16<br><br>Yearly FERPA Notice sent to all students | 17 |
| 18 | 19 | 20<br><br>NSC – Enrollment File – Fall 2022<br>SPRING/SUMMER 2023 Schedule Material to Departments for Review | 21 | 22 | 23<br><br>All Pre-Registration Lists must be obtained in preparation for Time Ticket assignments. | 24 |
| 25 | 26 | 27 | 28 | 29 | 30<br><br>Fall 2022 Mid Term Email to Faculty – Due by Noon on October 6th | |

# October 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 2 | 3<br><br>Time Ticket Assignments for Spring and Summer 2023 Pre-Registration | 4<br><br>SPRING/SUMMER 2023 Schedule of Courses Available On-line<br><br>NSC – Enrollment File – Fall 2022 | 5<br><br>Fall 2022 Grade Submission Open / Email to Faculty for courses that ended within the first eight weeks<br>DUE DATE: MONDAY, OCTOBER 10, 2022 by Noon | 6<br><br>Mid-Semester Grades Due by Noon (Courses 499 and below) /<br>Second Half of Fall begins Oct. 10th | 7 | 8 |
| 9 | 10<br><br>Second Half Courses begin<br>ROLL 1ST 8 WEEK GRADES, DUE BY NOON<br>Run pre-requisite check for 2nd 8-week courses<br>Discover PSC Event | 11<br><br>PSC/WVUIT-SPRING/SUMMER 2023 Pre-Registration Exceptions / open registration on Oct 18th | 12 | 13 | 14<br><br>Second Half of term Entering of X Audit Grades/ CR EXCG Grades – Fall 2022<br>December 2022 Graduation Student Application Deadline | 15 |
| 16 | 17 | 18<br><br>NSC – Enrollment File – Fall 2022<br>Keyser and Beckley Open Registration | 19<br><br>Registration - Professional, Graduate, L3, Athletes | 20<br><br>Registration – L2 | 21<br><br>Registration – L1 | 22 |
| 23 | 24<br><br>Registration - Seniors: Honors, Veterans, ROTC, ADA Accommodations (90+ hours) | 25<br><br>Registration - Seniors (90+ hours) | 26 | 27<br><br>Registration - Juniors: Honors, Veterans, ROTC, ADA Accommodations (60 – 89 hours) | 28<br><br>Graduation December 2022 Coordinator Approval Deadline<br>Registration - Juniors (60 – 89 hours) | 29 |

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# November 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | 31 October<br>Registration - Sophomores: Honors, Veterans, ROTC, ADA Accommodations (30 – 59 hours) | 1<br>Registration - Sophomores (30 – 59 hours)<br>NSC – Enrollment File – Fall 2022 | 2 | 3<br>Registration - Freshman: Honors, Veterans, ROTC, ADA Accommodations (1 – 29 hours) | 4<br>Registration - Freshman (1 – 29 hours)<br>Fall 2023 Schedule Material to Departments | 5 |
| 6 | 7 | 8<br>**UNIVERSITY CLOSED –** General Election Day | 9<br>NSC – Advanced Spring 2023 File | 10 | 11<br>Discover PSC Event | 12 |
| 13 | 14 | 15<br>Last Day to W/D from an Individual Course for full term/ Last Day to W/D from University<br>NSC – Enrollment File – Fall 2022 | 16 | 17 | 18 | 19 |
| 20 | 21<br>NR to F / I to IP Email to Faculty for Spring and Summer 2022<br>SFS – First Spring Assessment – Portal closed for students | 22 | 23<br>**UNIVERSITY CLOSED –**<br>Day Before Thanksgiving | 24<br>**UNIVERSITY CLOSED –**<br>Thanksgiving | 25<br>**UNIVERSITY CLOSED –**<br>Lincoln's Day | 26 |
| 27 | 28<br>NR to F / I to IF Email to Students for Spring and Summer 2022 | 29<br>NSC – Enrollment File – Fall 2022 | 30 | | | |

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# December 2022

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | **1** SFS – eBills sent to students, due January 3rd<br><br>Financial Aid Status in Degree Works will point to Spring 2023 | **2** | **3** |
| **4** | **5** NR to F / I to IF Grade Conversion for Spring and Summer 2022 Grades | **6** NSC – Advanced Spring 2023 File | **7** | **8** Fall 2022 Last Day of Classes<br><br>Final Entering CR/X Grades on EXCG and IEP Courses for all Fall 2022 CRN's | **9** PREP DAY FOR FINALS | **10** |
| **11** | **12 Final Exam** Email – FINAL GRADE SUBMISSION TO FACULTY<br><br>Fall 2022 Grade System Available for Submission Due Date: MONDAY, DECEMBER 19, 2022 AT NOON | **13 Final Exam** NSC – Enrollment File – Fall 2022 | **14 Final Exam** | **15 Final Exam** | **16 Final Exam** | **17** December 2022 Commencement<br><br>December 2022 Degree Conferral Date |
| **18** | **19 First Day of Winter Classes** Fall 2022 Final Grade Submission Due (NOON)<br><br>Fall 2022 Production Load of Student Grades (P.M.) WEB not Available – End-of-Term Grade Processing | **20** Fall 2022 Grades Available on WEB afternoon POST end of term processing<br><br>Fall 2022 End of Term Processing | **21** Academic Standing<br><br>Run at the conclusion of Grade Processing for Fall 2022 | **22** | **23** **UNIVERSITY CLOSED –** Winter Holiday | **24** |
| **25** | **26** **UNIVERSITY CLOSED –** Christmas (Observed) | **27** **UNIVERSITY CLOSED –** Winter Holiday | **28** | **29** | **30** | **31** |