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 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 2025 |  |
| 12 | 13 **First Day of Class** | 14 | 15 | 16 | 17 | 18 |
|  | Course AdjustmentRepeating Course EmailAdd/Drop Email Variable Credit Email | Course Adjustment | Course AdjustmentReport FT COOP Courses prior to first of Spring enrollment fileLAW 2024 08 Graduation CertificationNSC 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 2024Repeating 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 OpensRun Dean’s and President’s ListNSC – First of Term Spring 2025CLSS - 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 2025First Half of Adding of X Audit Grades/ CR EXCG Courses for Spring 2025Safe 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-RegistrationStudent Email regarding Time Ticket Assignment for Fall and Summer 2025Remove any Temporary Attributes for Exceptions once assigned8 week grades due at 12:00 Noon8 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 2025Last 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 CLSSPSC/WVUIT-Summer/Fall 2025 Pre-Registration Exceptions / open registration on **April 1st** | Priority Registration - Professional, Graduate, L3, Athletes | Priority Registration – L2 | Priority Registration – L1Graduation 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 ANDRegistration - 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 2025Spring 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 2024Last 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’sNR 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 2025Spring 2025 End of term processing concludesRun Failure To Meet pre-requisite report for Summer 2025 | Degree Works - GTVSDAX Update for Summer 2025Potomac State NSODegree Works – Run Equivalency and Curriculum Rule Extracts | **Commencement** |
| 18 | 19 – First Day Summer  | 20 | 21 | 22 | 23  | 24 |
| **Commencemen**tOfficial Graduation Conferral Date | NSC – Adv. File Fall 2025Summer 2025 General RegistrationFirst Day of Classes Summer 2025Add/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 sessionAdd/Drop Reminder Email  |  | May 2025 Graduation Deletions and Dean’s Sign offs for tentative lists dueFall 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  | 27Application for Graduation August 2025 Opens | 28 | 29Summer Grade Submission OpenEmail 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 6/30Financial Aid Status in Degree Works will point to Fall 2025 | NSC Graduate Only File Spring 2025 |  |  | Final Exams for the 1st 3 WeeksMay 2025 Graduation Reinstatements to graduation dueFall 2025 Attribute Update Sheet Due, SP24 Grades roll for LawSpring 2025 Grades Roll for LawSpring 2025 Grade Roll for Medicine |  |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  | President’s/Dean’s List is run for Spring 2025NSC 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 weeksDUE DATE: TUESDAY, **July 1**, 2025 Noon. Processed in afternoonNSC 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 | 1Summer 2025 First Six Weeks Grades Due (NOON)Summer 2025 Production Load of Student GradesSFS – 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 NSODeadline 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 weeksDUE DATE: TUESDAY, JULY 22, 2025 Noon. Processed in the afternoonNSC 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 DeadlineEnter 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 SessionsSummer Session 2025 Last day of ClassesFaculty 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 NoonSummer Session 2025 FINAL Production Load of Student Grades after NoonNSC Subsequent Enrolment File Summer 2025 | Run SFRRGAM (Failure to meet Pre-Requisite) for Fall 2025 –Email lists to CollegesInternational NSO TBD |   |  |
| 10 | 11 | 12 | 13 | 14 | 15 Degree Conferring Date | 16 |
|  | 1**8**Fall 2025 General Registration DayRemove RF hold for all incoming freshmenDegree Works - GTVSDAX update for Fall 2025NSC Adv. File Fall 2025Degree 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 failureWVUIT 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 CampusesAugust 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 2025Add/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 distributedNSC Graduate Only file Fall 2025 | SUMMER 2025 Grade Roll for LawSpring 2026 CLSS STEM Schedule Open for SLI | First half of term Add X Audit Grades / CR EXCG Grades Fall 2025Mid-term On-line Submission AvailableTentative 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 2025SFS – RNP AM Drop | August 2025 Graduation Reinstatement DeadlineSFS – eBills sent; due Oct 1st. LAW 202505 Graduation CertificationSpring 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 studentsSummer/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 weeksDUE DATE: Wednesday, October 8, 2025, by NoonSFS – 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 14thNSC 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 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 – L1Second 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 DeadlineRegistration - 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 CLSSNSC Subsequent Enrollment File Fall 2025Discover 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 2025SFS – First Spring Assessment – Portal closed for studentsNSC – Adv. Spring 2026 File  | NSC Advanced File Spring 2026 |  |  | Last Day to W/D from an Individual Course for full term/ Last Day to W/D from UniversitySFS - 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 ClassesFinal 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 FACULTYFall 2025 Grade System Available for Submission Due Date: MONDAY, DECEMBER 22, 2025 AT NOON | NSC – Subsequent Enrollment File – Fall 2025 |  |  |  | December 2025 CommencementDecember 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 ProcessingFall 2025 End of Term ProcessingFall 2025 Grades Available on WEB afternoon POST end of term processing. | Academic Standing Run at the conclusion of Grade Processing for Fall 2025 | **UNIVERSITY CLOSED –** Winter Holiday | **UNIVERSITY CLOSED –** Christmas (Observed) | **UNIVERSITY CLOSED –** Winter Holiday |  |
| 28 | 29 | 30 | 31 |  |  |  |
|  | NSC Advanced File Spring 2026 |  |  |  |  |  |