

**OTR Catalog/Schedule of Classes and Classroom Assigning Timeline (2018)**

Date	Responsible Party/Office	Task
<b>January</b>		
1		Spring 2018 Classes Begin: DENT Session ADS
2		Spring 2018 Classes Begin: GRAD session 4, HESP session 2, LAW session 4
3		Spring 2018 classes begin: DENT sessions 1 & 3
1/2 - 4/2	Depts/Colleges/Schools	2018-2019 Bulletin Narrative Content Updates.
5	Depts/Colleges/Schools	Last day to update instructors for Fall 2017: UGRD session J.
5	Depts/Colleges/Schools	Last day to update instructors for Spring 2018 in CheckMarq: GRAD & GSM session J.
6	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Form for all Fall 2017 instructor updates: UGRAD & GSM J-session.
9	at midnight	Spring 2018 Registration Ends: Session ADS
10	at midnight	Spring 2018 Registration Ends: DENT session 1 & 3; GRAD & GSM session 4; HESP session 2; LAW session 4.
12	Depts/Colleges/Schools	Dean endorsed approval & proposal due to Office of the Provost via CourseLeaf: 2018-2019 New Minor/Conc/Specialization; Discontinuation of any program except degree; Modification of any program.
14		Spring 2018 Classes End: GRAD & GSM session J.
15		Spring 2018 Classes Begin: UGRAD & GSM Session 7 (EX MBA & Kohler only)
15		Dr. Martin Luther King Holiday—MU Offices Closed. MBA classes are held at the Kohler and Waukesha sites.
16		Spring 2018 Classes Begin: DENT sessions 2, 4; GRAD & GSM sessions 1, 2, N01; HESP sessions 1, 4; LAW sessions 1, 2; UGRAD session 1, 2, N01.
23 - 25	Greg, Kathy, Robert	25Live Training - Out of Office
24	at midnight	Spring 2018 Registration ends: DENT sessions 2, 4; GRAD & GSM sessions 1, 2, N01; HESP sessions 1, 4; LAW sessions 1, 2; UGRAD session 1, 2, N01.
29	Depts/Colleges/Schools	<b>Fall 2018 (1580) SOC building period opens.</b>
<b>February</b>		
6 @ 2:00 a.m.	ITS	Spring Freeze
19	Depts/Colleges/Schools	<b>Fall 2018 SOC building period ends at 8 a.m;</b> Department SOC builders must stop building. Any batch changes made after this will be lost. <b>Builders will be notified via email when CLSS Workflow has been opened.</b>
23	Mykl	Fall 2018 snapshot opens internally to departments
<b>March</b>		
5	ITS-Mykl	Snapshot for Fall 2018 goes live for students and CheckMarq is available to students by term value table.
5 - 10	OTR-Kathy	Spring 2018 mid-term exams.
5 - 23	OTR-Kathy/Greg	Summer 2018 course classroom assigning: CLSS Workflow processing for updating of Summer sections is suspended.
6	Law School	Last day to update instructors for Spring 2018 in CheckMarq: LAW Session 1.
7	Law School	Begin to submit SOC Instructor Change Request forms for all Spring 2018 instructors updates: LAW Session 1.
9	OTR-Mechelle	Post Fall 2018 Mid-Term and Final Exam on OTR website.
10		Spring 2018 Classes End: DENT session 4; GRAD & GSM session 2, 7; HESP session 4; LAW session 2; UGRD session 2
11 - 18		Spring Break
12		Spring 2018 Classes Begin: HESP session 3; UGRD sessions 3.
16	Depts/Colleges/Schools	Office of the Provost approval in CourseLeaf of New Program/Major/Certificate (without new resources).
19		Spring 2018 Classes Begin: DENT session 5; GRAD & GSM session 3; HESP session 5; LAW session 3; UGRD session 4.
19-23		Summer and Fall 2018 Advising.
20	at midnight	Spring 2018 Registration ends: HESP session 3; UGRD session 3.
22		Summer 2018 - Open registration begins
23	OTR-Kathy/Greg	Summer 2018 classroom assigning process ends. CLSS Workflow processing for updating Summer sections resumes.
26 - 4/6	Depts/Colleges/Schools	Summer 2018 College/School Classroom Review Period
26		Fall 2018 - Early registration begins
27	at midnight	Spring 2018 Registration ends: DENT session 5 GRAD & GSM session 3; HESP session 5 LAW session 3; UGRD session 5.
28*	Provost	Office of the Provost approval to OTR via CourseLeaf: 2018-2019 New Minor/Conc/Specialization; Discontinuation of any program except degree; Modification of any program.
29	Depts/Colleges/Schools	Deadline for submitting SOC Change Request forms for summer 2018 classroom changes; for pedagogical, ADA and enrollment issues only.
30		Good Friday - MU Offices Closed
<b>April</b>		
2-20	OTR-Kathy/Greg	Fall 2018 Classroom assigning process. <b>CLSS Workflow processing for updating of Fall sections is suspended.</b>
3*	Provost	Dean approved concept paper due to the office of the Provost for New degree, major, or certificates requiring new resources for 2019 - 2019. This includes program extensions
6	Depts/Colleges/Schools	Last day to update instructors for Spring 2018 in CheckMarq: DENT 1, 3; GRAD & GSM session 4; LAW Session 4.
7	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Spring 2018 instructors updates: DENT 1, 3; GRAD & GSM session 4; LAW Session 4.
4/9 - 4/20	Faculty	Summer 2018 Faculty Classroom Review Period

13	Depts/Colleges/Schools	Last day to update instructors for Spring 2018 in CheckMarq: DENT session 2; GRAD & GSM session EXS, 1, N01; HESP session 1, 2; UGRD session 1.
14	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Spring 2018 instructor updates: DENT session 2; GRAD & GSM session EXS, 1, N01; HESP session 1, 2; UGRD session 1.
20	Depts/Colleges/Schools	End of Summer 2018 Faculty Classroom Review Period
23 - 5/4	Depts/Colleges/Schools	Begin Fall 2018 College/School Classroom Review Period
4/23 - 5/4	Colleges/Schools	Final college/school 2018-2019 Bulletins' review.
27	Depts/Colleges/Schools	Last day to update instructors for Spring 2018 in CheckMarq: DENT session 5; GRAD & GSM sessions 3; HESP sessions 3,5; LAW SESSION 3; UGRD session 3, 4.
28	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request form for all Spring 2018 instructor updates: DENT session 5; GRAD & GSM sessions 3; HESP sessions 3,5; LAW SESSION 3; UGRD session 3, 4.
<b>May</b>		
7-18	OTR-Georgia/Kathy	Faculty Review Period for fall classroom assignments.
7 - 12		Spring 2018 final exam week.
10		Spring 2018 classes end: LAW session 1
11	Depts/Colleges/Schools	8:00 am submission deadline for corrections to Fall 2018 SOC/Room Assignments. Deadline for Fall 2018 classroom changes; no further changes will be made except for ADA issues and enrollments which exceed room capacities.
11	Depts/Colleges/Schools	Last day to updated instructors for Spring 2018 in CheckMarq: UGRD session N01
12		Spring 2018 classes end: DENT sessions 1, 2, 5; GRAD & GSM sessions 1, 3, 4, EXS; HESP sessions 1, 3, 5; LAW session 3, 4; UGRD sessions 1, 3, 4.
14		Summer 2018 Classes Begin: GRAD & GSM session 4, 6; LAW session 4, 6; UGRD session 4, 6.
18	Depts/Colleges/Schools	Last day to update instructors for Spring 2018 in CheckMarq: DENT session ADS
18	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Spring 2018 instructor updates: DENT session ADS
19		Spring 2018 classes end: DENT session 3
21		Summer 2018 Classes Begin: GRAD & GSM session 1, 7; HESP session 1, 3, 4; LAW session 1, 3; UGRAD session 1.
22		Summer 2018 Classes Begin: HESP session N01.
22	at midnight	Summer 2018 registration ends: GRAD & GSM session 4, 6; LAW session 4, 6; UGRD session 4, 6.
23	at midnight	Summer 2018 registration ends: GRAD & GSM, HESP, LAW, and UGRD session 1.
28		Memorial Day Observed; MU Offices Closed.
29	at midnight	Summer 2018 Registration Ends: GRAD & GSM session 7.
30	at midnight	Summer 2018 Registration Ends: HESP session 3, 4, N01; LAW session 3.
29		Summer 2018 Classes Begin: DENT session 1, GRAD & GSM session 3; HEST session 5; UGRD session 3.
<b>June</b>		
1*	Depts/Colleges/Schools	Dean approved concept paper for New Programs or New Program Requiring New Resources deadline for submission to Provost for 2019-2019 Bulletin.
6	ITS-Mykl	Modify Fall 2018 Snapshot to link to new 2018-2019 bulletins.
6	OTR - Stephanie	2018-2019 Bulletins available online.
6		Summer 2018 Registration Ends: DENT session 1; GRAD and GSM session 3; HESP session 5; UGRD session 3.
15	Depts/Colleges/Schools	Last day to update instructors for Summer 2018 in CheckMarq: GRAD & GSM sessions 1, 4; HESP session 1; LAW session 1, 4; UGRD sessions 1, 4.
16		Spring 2018 classes end: GRAD & GSM session N01; UGRD session N01
16	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Summer 2018 instructor updates: GRAD & GSM sessions 1, 4; HESP session 1; LAW session 1, 4; UGRD sessions 1, 4.
18	Depts/Colleges/Schools	<b>Spring 2019 (1590) building period opens.</b>
27		Summer 2018 classes end: LAW session 1
30		Spring 2018 classes end: DENT session ADS.
30		Summer 2018 Classes End: GRAD & GSM session 1, 4; HESP session 1; Law session 4; UGRD session 1, 4.
<b>July</b>		
2		Fall 2018 Classes Begin: DENT session ADF
2		Summer 2018 Classes Begin: GRAD & GSM sessions 2, 5; HESP session 2, LAW session 2; UGRD sessions 2, 5.
3	Depts/Colleges/Schools	Deadline for departments to return missing Summer 2018 instructor information in preparation for the the Summer 2018 freeze file.
4		Independence Day Holiday: Classes excused and MU offices closed.
5		Summer 2018 Registration Ends: GRAD & GSM session 2; HESP session 2; LAW session 2; UGRD session 2.
10		Summer 2018 Registration Ends: GRAD & GSM session 5; LAW session 5; UGRD session 5.
10		Fall 2018 Registration Ends: DENT ADF.
10	ITS	Summer 2018 Freeze File runs at 2 a.m.
13	Depts/Colleges/Schools	Last day to update instructors for Summer 2018 in CheckMarq: GRAD & GSM Session 7; HESP 5, UGRD session 3.
14	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Summer 2018 instructor updates: GRAD & GSM Session 7; HESP 5, UGRD session 3.
20	Depts/Colleges/Schools	Last day to update instructors for Summer 2018 in CheckMarq: DENT session 1, GRAD & GSM session 3, 6; HESP session 3, 4; LAW session 3, 6; UGRD session 6.
21	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Summer 2018 instructor updates: DENT session 1, GRAD & GSM session 3, 6; HESP session 3, 4; LAW session 3, 6; UGRD session 6.

27	Depts/Colleges/Schools	Last day to update instructors for Summer 2018 in CheckMarq: GRAD & GSM session 2; HESP sessions 2, N01; LAW session 2; UGRD session 2, 5.
28	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request form for all Summer 2018 instructor updates: GRAD & GSM session 2; HESP sessions 2, N01; LAW session 2; UGRD session 2, 5.
28		Summer 2018 Classes End: HESP session 5; UGRD session 3.
<b>August</b>		
1*	Depts/Colleges/Schools	2018-2019 curriculum changes deadline for new programs approved by Deans to be submitted to the Provost.
1*	Depts/Colleges/Schools	Dean approved concept paper for new major/certificate deadline to be submitted to Provost for 2018-2019 Bulletin.
1		Summer 2018 Classes End: LAW session 2.
3	Depts/Colleges/Schools	Last day to update instructors for Summer 2018 in CheckMarq: GRAD & GSM session 5; Law session 5
3		Summer 2018 Classes End: LAW session 3.
4	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request form for all Summer 2018 instructor updates: GRAD & GSM session 5; LAW session 5.
6	Depts/Colleges/Schools	Deadline to submit Instructor changes (remain active or inactivate) to OTR
10		Summer 2018 Classes End: HESP session N01.
11		Summer 2018 Classes End: DENT session 1; GRAD & GSM session 2, 3, 6, 7; HESP session 2, 3; LAW session 6.
12		Summer 2018 Classes End: UGRD session 2.
13		Fall 2018 Classes Begin: HESP session N01.
18		Summer 2018 Classes End: GRAD & GSM session 5; HESP session 4; LAW session 5; UGRD session 5, 6.
20		Fall 2018 Classes Begin: GRAD & GSM session EXF; HESP session 2, 4; LAW session 1.
21		Fall 2018 Registration Ends: HESP session N01.
25		Fall 2018 Classes Begin: GRAD & GSM session 2, 3.
27		Fall 2018 Classes Begin: DENT session 1; GRAD & GSM sessions 1, N01; HESP session 1; UGRD sessions 1, 2, N01.
28		Fall 2018 Registration Ends: GRAD & GSM session EXF; HESP session 2, 4; LAW session 1.
<b>September</b>		
3		Labor Day -- MU Offices Closed.
4		Fall 2018 Registration Ends: DENT session 1; GRAD & GSM session 1, 2, 3, N01; HESP session 1; UGRD session 1, 2, N01.
5	Depts/Colleges/Schools	<b>Summer 2019 (1600) SOC building begins.</b>
17	ITS	Freeze End of Summer Data
24	Depts/Colleges/Schools	<b>Spring 2019 SOC building period ends at 8 a.m;</b> Dept. SOC builders can no longer update sections. All future changes must be submitted via the CLSS workflow process.
25 @ 2:00 a.m.	ITS	Fall Freeze File
<b>October</b>		
1	Mykl	Spring 2019 - New snapshot opens internally to departments
1	Depts/Colleges/Schools	<b>Summer 2019 SOC building period goes into budget review at noon; CLSS is reviewed by Mary Dunnwald; Changes continue to be made in CLSS as per Mary's discretion.</b>
2*	Depts/Colleges/Schools	2019-2020 Dean endorsed approval and proposal for discontinuation of degree program curriculum changes deadline for existing programs to be submitted to Provost.
5	OTR-Kathy	Review Spring 2019 textbook links.
5	Depts/Colleges/Schools	Last day to update instructors for Fall 2018 in CheckMarq: GRAD & GSM session 3; UGRD session 2
6	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Fall 2018 instructor updates: GRAD & GSM session 3; UGRD session 2
5		<b>Summer 2019 SOC budget review period closes at noon; any changes requested by Mary must be completed. Any batch changes made after this will be lost. Builders will be notified via email when CLSS Workflow has been opened.</b>
10	Mykl	Summer 2019- New snapshot opens internally to departments
12	OTR-Stephanie	OTR updates online bulletin and PDF.
11 - 17		Mid-term exams
15	OTR-Jason	Add the Spring 2019 and Summer 2019 terms for external viewing in CheckMarq via term value and term session table (Enrollment & Shopping Cart).
17	Mykl	Summer 2019 snapshot opens to students
20		Fall 2018 Classes End: GRAD & GSM session 3; UGRD session 2.
22		Fall 2018 Classes Begin: GRAD & GSM session 4, UGRD session 3.
26	Depts/Colleges/Schools	Last day to update instructors for Fall 2018 in CheckMarq: HESP session 2.
27	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for Fall 2018 instructor updates: HESP session 2.
10/29 - 11/2		Spring 2019 Advising
30		Fall 2018 Registration Ends: GRAD & GSM session 4; HESP session 3.
<b>November</b>		
5		Early registration begins for spring 2019
1 - 15	Depts/Colleges/Schools	Spring 2019 College/School/Department Classroom Review Period (See tickler for email reminder).
9	Depts/Colleges/Schools	Last day to update instructors for Fall 2018 in CheckMarq: HESP session N01.
10	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Fall 2018 instructors updates: HESP session N01.
12		Fall 2018 Classes Begin: HESP session 3.

16	Depts/Colleges/Schools	Last day to update instructors for Fall 2018 in CheckMarq: DENT session 1, ADF; GRAD & GSM session 1, 2, EXF, N01; HESP session 1; UGRD session 1.
17	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Fall 2018 instructor updates: DENT session 1, ADF; GRAD & GSM session 1, 2, EXF, N01; HESP session 1; UGRD session 1.
17		Fall 2018 Classes End: HESP session 2.
19*	Depts/Colleges/Schools	Dean endorsed approval and proposal deadline for submission via CourseLeaf of New program/Major/Certificate (without new resources), New Courses, Deletion of Courses, and Course Modifications.
11/19 - 11/30	Depts/Colleges/Schools	Spring 2019 Faculty Review Period
20		Fall 2018 Registration Ends: HESP session 4
21 - 25		Thanksgiving holiday classes excused -- MU Offices Closed (11/23 & 11/24).
26	Depts/Colleges/Schools	Last day to update instructors for Fall 2018 in CheckMarq: HESP session 4.
27	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Fall 2018 instructors updates: HESP session 4.
30	Depts/Colleges/Schools	Last day to update instructors for Fall 2018 in CheckMarq: GRAD & GSM session 4, UGRD session 4.
<b>December</b>		
3	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Fall 2018 instructors updates: GRAD & GSM session 4, UGRD session 4.
7	Depts/Colleges/Schools	Last day to update instructors for Fall 2018 in CheckMarq: HESP session 3; UGRD session N01.
8	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Request forms for all Fall 2018 instructors updates: HESP session 3; UGRD session N01.
10*	Provost	Office of Provost approval to OTR via Courseleaf for: 2019-2020 New Degree program; Discontinuation of degree program; New Program requiring new resources; New Course; Deletion of Course.
10 - 15		Fall 2018 final exam week.
12	OTR-Mechelle	Master Spring 2019 exam schedule placed on OTR website.
13		Fall 2018 Classes End: LAW session 1.
15		Fall 2018 Classes End: DENT session 1; GRAD session 1, 2, 4, EXF; HESP session 1; UGRD session 1, 3.
17		Fall 2018 Classes Begin: UGRD session J.
19		Fall 2018 Registration Ends: UGRD session J.
22		Fall 2018 Classes End: HESP session 3, 4, N01.
22 - 1		Christmas/New Years holiday -- MU Offices Closed
31		Fall 2018 Classes End: DENT session ADF.
<b>Notes:</b> *Dates relating to New, Modified, Deleted academic programs/courses/minors/concentrations/specilizations/etc. marked with * are dependent on the issuance of a Provost Memo determining the precise dates. Dates currently listed are approximate based on the 2018-2019 deadlines given on 2/10/2017.		
1/4/19	Depts/Colleges/Schools	Last day to update instructors for Fall 2018 in CheckMarq: UGRAD & GSM Session J.
1/5/19	Depts/Colleges/Schools	Begin to submit SOC Instructor Change Form for all Fall 2018 instructor updates: UGRAD & GSM Session 7; GRAD & GSM Session 5.