<table>
<thead>
<tr>
<th>Date</th>
<th>Responsible Party/Office</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>January</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Spring 2019 Classes Begin: DENT Session 1, 3 &amp; ADS, HESP session 2</td>
</tr>
<tr>
<td>4</td>
<td>Depts/Colleges/Schools</td>
<td>Last day to update instructors for Fall 2018: UGRD session J. (last day to withdraw)</td>
</tr>
<tr>
<td>4</td>
<td>Depts/Colleges/Schools</td>
<td>Last day to update instructors for Spring 2019 in CheckMarq: GRAD &amp; GSM session J.</td>
</tr>
<tr>
<td>7</td>
<td>Depts/Colleges/Schools</td>
<td>Begin to submit SOC Instructor Change Form for all Fall 2018 instructor updates: UGRAD &amp; GSM J-session.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Spring 2019 Registration Ends: Session ADS</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Spring 2019 Registration Ends: DENT session 1 &amp; 3; HESP session 2</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Spring 2019 Registration Ends: GRAD &amp; GSM session 4</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Spring 2019 Classes End: GRAD &amp; GSM session J.</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Spring 2019 Classes Begin: GSM Session EXS</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Spring 2019 Classes Begin: DENT sessions 2, 4; GRAD &amp; GSM sessions 1, 2, N01; HESP sessions 1, 3; LAW sessions 1; UGRAD session 1, 2, N01.</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Dr. Martin Luther King Holiday—MU Offices Closed. MBA classes are held at the Kohler and Waukesha sites.</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>Spring 2019 Registration ends: DENT sessions 2 &amp; 4, GRAD &amp; GSM sessions 1, 2, N01, &amp; EXS; HESP sessions 1 &amp; 3, UGRD sessions 1, 2, N01.</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td>Spring 2019 Registration ends: LAW session 1</td>
</tr>
<tr>
<td>28</td>
<td>OTR-Kathy</td>
<td>Fall 2018 SOC building period opens.</td>
</tr>
<tr>
<td></td>
<td><strong>February</strong></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>ITS</td>
<td>Spring Freeze</td>
</tr>
<tr>
<td>22</td>
<td>Depts/Colleges/Schools</td>
<td>Fall 2019 SOC building period ends at 10:00 a.m.; Department SOC builders can no longer update sections in batch.</td>
</tr>
<tr>
<td>22</td>
<td>Depts/Colleges/Schools</td>
<td>Last day to add instructors for spring 2019: DENT session 4, GRAD &amp; GSM session 2; HESP session 4; UGRD session 2</td>
</tr>
<tr>
<td>March</td>
<td>School/Office</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------------</td>
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<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4 - 8</td>
<td></td>
<td>Spring 2019 mid-term exams.</td>
</tr>
<tr>
<td>4 - 22</td>
<td>OTR-Kathy/Tim</td>
<td>Summer 2019 course classroom assigning.</td>
</tr>
<tr>
<td>5</td>
<td>Law School</td>
<td>Last day to update instructors for Spring 2019 in CheckMarq: LAW Session 1.</td>
</tr>
<tr>
<td>6</td>
<td>Law School</td>
<td>Begin to submit SOC Instructor Change Request forms for all Spring 2019 instructors updates: LAW Session 1.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Spring 2019 Classes End: DENT session 4; GRAD &amp; GSM session 2, 7; HESP session 3; UGRD session 2</td>
</tr>
<tr>
<td>10 - 17</td>
<td></td>
<td>Spring Break</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Spring 2019 Classes Begin: HESP session 4</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>Spring 2019 Classes Begin: GRAD session 3, UGRD session 3</td>
</tr>
<tr>
<td>19</td>
<td>11:59 PM</td>
<td>Spring 2019 Registration Ends: HESP session 4</td>
</tr>
<tr>
<td>26</td>
<td>11:59 PM</td>
<td>Spring 2019 Registration Ends: DENT session 5; GRAD &amp; GSM session 3; UGRD session 3.</td>
</tr>
<tr>
<td>18 - 22</td>
<td></td>
<td>Summer and Fall 2019 Advising.</td>
</tr>
<tr>
<td>21 - 27</td>
<td>Faculty</td>
<td>Faculty Review Period for summer classroom assignments for pedagogical reasons.</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Summer 2019 - Open registration begins</td>
</tr>
<tr>
<td>22</td>
<td>OTR-Kathy/Tim</td>
<td>Summer 2018 classroom assigning process ends.</td>
</tr>
<tr>
<td>25 - 4/1</td>
<td>Depts/Colleges/Schools</td>
<td>Summer 2018 College/School Classroom Review Period (see February or March Tickler).</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td>Fall 2019 - Early registration begins</td>
</tr>
<tr>
<td>26</td>
<td>11:59 PM</td>
<td>Spring 2019 Registration ends: DENT session 5, GRAD &amp; GSM session 3, UGRD session 3.</td>
</tr>
<tr>
<td>27</td>
<td>Depts/Colleges/Schools</td>
<td>Deadline for submitting classroom changes from the departments for summer 2019; for pedagogical, ADA and enrollment issues only.</td>
</tr>
<tr>
<td>April</td>
<td>Depts/Colleges/Schools</td>
<td>Fall 2019 Classroom assigning process begins.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>1 - 22</td>
<td>OTR-Kathy/Tim</td>
<td>Last day to update instructors for Spring 2018 in CheckMarq: DENT 1.</td>
</tr>
<tr>
<td>5</td>
<td>Depts/Colleges/Schools</td>
<td>Begin to submit SOC Instructor Change Request forms for all Spring 2019 instructors updates: DENT 1.</td>
</tr>
<tr>
<td>6</td>
<td>Depts/Colleges/Schools</td>
<td>Last day to update instructors for Spring 2019 in CheckMarq: DENT session 2,3; GRAD &amp; GSM session EXS, 1, 4, N01; HESP session 1, 2; UGRD session 1.</td>
</tr>
<tr>
<td>12</td>
<td>Depts/Colleges/Schools</td>
<td>Begin to submit SOC Instructor Change Request forms for all Spring 2019 instructors updates: DENT session 2,3; GRAD &amp; GSM session EXS, 1, 4, N01; HESP session 1, 2; UGRD session 1.</td>
</tr>
<tr>
<td>April 19</td>
<td>Depts/Colleges/Schools</td>
<td>Good Friday - MU Offices Closed</td>
</tr>
<tr>
<td>19</td>
<td>Depts/Colleges/Schools</td>
<td>Last day to update instructors for Spring 2019 in CheckMarq: HESP session 4.</td>
</tr>
<tr>
<td>20</td>
<td>Depts/Colleges/Schools</td>
<td>Begin to submit SOC Instructor Change Request forms for all Spring 2019 instructors updates: HESP 4.</td>
</tr>
<tr>
<td>22 - 5/1</td>
<td>Depts/Colleges/Schools</td>
<td>Begin Fall 2018 College/School Classroom Review Period</td>
</tr>
<tr>
<td>26</td>
<td>Depts/Colleges/Schools</td>
<td>Last day to update instructors for Spring 2019 in CheckMarq: DENT session 5; GRAD &amp; GSM sessions 3, 7; UGRD session 3.</td>
</tr>
<tr>
<td>27</td>
<td>Depts/Colleges/Schools</td>
<td>Begin to submit SOC Instructor Change Request form for all Spring 2019 instructor updates: DENT session 5; GRAD &amp; GSM sessions 3, 7; UGRD session 3.</td>
</tr>
<tr>
<td>May</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>6 - 17</td>
<td>OTR- Kathy Faculty Review Period for fall classroom assignments.</td>
<td></td>
</tr>
<tr>
<td>6 - 10</td>
<td>Spring 2019 final exam week.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Spring 2019 classes end: LAW session 1</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Depts/Colleges/Schools Last day to updated instructors for Spring 2019 in CheckMarq: UGRD session N01</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Depts/Colleges/Schools Spring 2019 classes end: DENT sessions 1, 2, 5; GRAD &amp; GSM sessions 1, 3, 4, 7, 9, EXS; HESP sessions 1, 2, 4; UGRD sessions 1 &amp; 3.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Depts/Colleges/Schools Summer 2019 Classes Begin: GRAD &amp; GSM session 4, 6, 61; HESP session 4, 5; UGRD session 4, 6; UONL session 4, 6.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Depts/Colleges/Schools Last day to update instructors for Spring 2019 in CheckMarq: DENT session ADS</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for all Spring 2019 instructor updates: DENT session ADS</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Depts/Colleges/Schools Spring 2019 classes end: DENT session 3</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Depts/Colleges/Schools Summer 2019 Classes Begin: GRAD &amp; GSM session 1, 7, 8, 10, 71; HESP session 1 ; LAW session 1, 3; UGRAD session 1; UONL session 1.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>at 11:59 pm Summer 2019 registration ends: GRAD &amp; GSM session 4, 6, 61; HESP 4, 5; LAW session 1; UGRD session 4, 6.</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>at 11:59 pm Summer 2018 registration ends: GRAD &amp; GSM session 1, 8; HESP session 1, LAW, and UGRD session 1.</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Memorial Day Observed; MU Offices Closed.</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>at 11:59 pm Summer 2019 Registration Ends: GRAD &amp; GSM session 7, 10, 71; LAW 3.</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Summer 2019 Classes Begin: DENT session 1, GRAD &amp; GSM session 3; HEST session 3; UGRD session 3.</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Event Description</td>
<td></td>
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<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Summer 2019 Classes begin GRAD &amp; GSM session 3</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Summer 2018 Registration Ends: DENT session 1; GRAD and GSM session 3; HESP session 3; UGRD session 3.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Summer 2019 Registration ends: GRAD &amp; GSM session 11</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Depts/Colleges/Schools Last day to update instructors for Summer 2019 in CheckMarq: GRAD &amp; GSM sessions 1, 4, 8; HESP session 5; UGRD sessions 1, 4.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Depts/Colleges/Schools Spring 2019 classes end: GRAD &amp; GSM session N01; UGRD session N01</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for all Summer 2019 instructor updates: GRAD &amp; GSM sessions 1, 4; HESP session 5; UGRD sessions 1, 4.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Depts/Colleges/Schools Last day to update instructors for Summer 2019 in CheckMarq: LAW session 1.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for all Summer 2019 instructor updates: LAW session 1.</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Depts/Colleges/Schools Last day to update instructors for Summer 2019 in CheckMarq: LAW session 3.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for all Summer 2019 instructor updates: LAW session 3.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Depts/Colleges/Schools Last day to update instructors for Summer 2019 in CheckMarq: HESP session 1.</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for all Summer 2019 instructor updates: HESP session 1.</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Summer 2019 Classes End: GRAD &amp; GSM session 8.</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Summer 2019 registration ends: UGRD session 5</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Summer 2019 Classes End: GRAD &amp; GSM session 1, 4; HESP session 1, 5; LAW session 1; UGRD session 1, 4.</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Spring 2018 classes end: DENT session ADS.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td><strong>Fall 2019</strong> Classes Begin: DENT session ADF</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td><strong>Summer 2019</strong> Classes Begin: GRAD &amp; GSM sessions 5; UGRD session 5.</td>
</tr>
<tr>
<td>1 - 5</td>
<td></td>
<td><strong>Summer Gift of Time, Offices Closed</strong></td>
</tr>
<tr>
<td>To be announced</td>
<td><strong>OTR - Kathy/Tim</strong></td>
<td><strong>CLSS refresher training</strong></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td><strong>Summer 2019</strong> Classes Begin: GRAD &amp; GSM session 2, 21; HESG session 2, 21; UGRD session 2, 21</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td><strong>Fall Classes Begin: DENT session AF1, AF2.</strong></td>
</tr>
<tr>
<td>9</td>
<td>at 11:59 pm</td>
<td><strong>Summer 2019 Registration Ends: GRAD &amp; GSM session 5.</strong></td>
</tr>
<tr>
<td>10</td>
<td>at 11:59 pm</td>
<td>**Summer 2019 Registration Ends: GRAD &amp; GSM session 2, 21; HESG session 2, 21; LAW session 2; UGRD session 2, 21.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td><strong>Spring 2020 SOC building period opens.</strong></td>
</tr>
<tr>
<td>16</td>
<td>at 11:59 pm</td>
<td><strong>Fall 2019 Registration Ends: DENT session AF1, AF2.</strong></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td><strong>ITS</strong> <strong>Summer 2019 Freeze File runs at 2 a.m.</strong></td>
</tr>
<tr>
<td>12</td>
<td><strong>Depts/Colleges/Schools</strong></td>
<td><strong>Last day to update instructors for Summer 2019 in CheckMarq: HESG session 3; UGRD session 3</strong></td>
</tr>
<tr>
<td>13</td>
<td><strong>Depts/Colleges/Schools</strong></td>
<td><strong>Begin to submit SOC Instructor Change Request forms for all Summer 2018 instructor updates: HESG session 3, UGRD session 3</strong></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td><strong>Summer 2019 Classes Begin: LAW session 7</strong></td>
</tr>
<tr>
<td>19</td>
<td><strong>Depts/Colleges/Schools</strong></td>
<td><strong>Last day to update instructors for Summer 2018 in CheckMarq: GRAD &amp; GSM session 6, 7, 10, 61, 71; HESG session 4; UGRD session 6.</strong></td>
</tr>
<tr>
<td>22-8/9</td>
<td><strong>OTR-Tim</strong></td>
<td><strong>Begins annual instructor/advisor clean up (remain active or inactivate) - send lists to each department and update CheckMarq.</strong></td>
</tr>
<tr>
<td>20</td>
<td><strong>Depts/Colleges/Schools</strong></td>
<td><strong>Begin to submit SOC Instructor Change Request forms for all Summer 2018 instructor updates: GRAD &amp; GSM session 6, 7, 10, 61, 71; HESG session 4; UGRD session 6.</strong></td>
</tr>
<tr>
<td>23</td>
<td>at 11:59 pm</td>
<td><strong>Summer 2019 Registration Ends: LAW session 7.</strong></td>
</tr>
<tr>
<td>26</td>
<td><strong>Depts/Colleges/Schools</strong></td>
<td><strong>Last day to update instructors for Summer 2019 in CheckMarq: DENT session 1; GRAD &amp; GSM session 3, 11, 21; HESG sessions 21; LAW session 2; UGRD session 5, 21.</strong></td>
</tr>
<tr>
<td>27</td>
<td><strong>Depts/Colleges/Schools</strong></td>
<td><strong>Begin to submit SOC Instructor Change Request form for all Summer 2018 instructor updates: DENT session 1; GRAD &amp; GSM session 3, 11, 21; HESG sessions 21; LAW session 2; UGRD session 5, 21.</strong></td>
</tr>
<tr>
<td>Date</td>
<td>Depts/Colleges/Schools</td>
<td>Event Description</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>2</td>
<td>Last day to update instructors for Summer 2019 in CheckMarq: GRAD &amp; GSM session 2; UGRD session 2.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Summer 2019 Classes End: GRAD &amp; GSM session 10, UGRD session 3.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Begin to submit SOC Instructor Change Request form for all Summer 2018 instructor updates: GRAD &amp; GSM session 2; UGRD 2.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Deadline to submit Instructor changes (remain active or inactivate) to OTR</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Last day to update instructors for Summer 2019 in CheckMarq: HESP session 2; LAW session 7.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Summer 2019 Classes End: LAW session 3.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Begin to submit SOC Instructor Change Request form for all Summer 2018 instructor updates: HESP session 2; LAW session 7.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Summer 2019 Classes End: DENT session 1; GRAD &amp; GSM session 21, 61, 71; HESP session 21, LAW session 2; UGRD session 21.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Fall 2019 Classes End: DENT session AF2.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Summer 2019 Classes End: LAW session 7.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Summer 2019 Classes End: DENT session 2, 3, 5, 6, 7, 11; HESP session 2, 3, 4; LAW session 5; UGRD session 2, 5, 6.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Fall 2019 Classes Begin: GRAD &amp; GSM session EXF; HESP session 4, N01.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>OTR - Kathy</td>
<td>Summer 2020 Building Opens</td>
</tr>
<tr>
<td>21</td>
<td>Fall 2019 Classes Begin: LAW session 1</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>at 11:59 pm</td>
<td>Fall 2019 Registration Ends: LAW session 1.</td>
</tr>
<tr>
<td>24</td>
<td>Fall 2019 Classes Begin: GRAD &amp; GSM session 2, 3; LAW session 3.</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Fall 2019 Classes Begin: DENT session 1, AF3; GRAD &amp; GSM session 1, 5, 8, N01; HESP session 1, 2; UGRD session 1, 2, N01.</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>at 11:59 pm</td>
<td>Fall 2019 Registration Ends: GRAD &amp; GSM session EXF; HESP session 4.</td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
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<tr>
<td>------------</td>
<td>------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Labor Day -- MU Offices Closed.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fall 2019 Registration Ends: DENT session 1, AF3; GRAD &amp; GSM session 1, 2, 3, 8, N01; HESP session 1, 2; LAW session 3; UGRD session 1, 2, N01.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>OTR - Kathy Send out request for Spring 2019 MARQ courses due back September 24th.</td>
<td></td>
</tr>
<tr>
<td>*17</td>
<td>OTR - Kathy Spring 2020 Building Closes at 10:00 am - Please do not attempt to update CLSS until you are notified that it has reopened for workflow.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>ITS Freeze End of Summer Data</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Depts/Colleges/Schools Last day to update instructors for Fall 2019 in CheckMarq: GRAD &amp; GSM session 5.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for all Fall 2019 instructor updates: GRAD &amp; GSM session 5.</td>
<td></td>
</tr>
<tr>
<td>*29 - October 4</td>
<td>David Schejbel Summer 2020 SOC building period goes into budget review at noon; CLSS is reviewed by David Schejbel; Changes continue to be made in CLSS as per David’s discretion.</td>
<td></td>
</tr>
<tr>
<td>24 @ 2:00 a.m.</td>
<td>ITS Fall Freeze File</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Fall 2019 Classes End: GRAD &amp; GSM session 5.</td>
<td></td>
</tr>
<tr>
<td>*30</td>
<td>OTR - Kathy Spring 2020 SOC is reopened in refine mode; all future changes must be submitted via the CLSS workflow process.</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Fall 2019 Classes Begin: GRAD &amp; GSM session 6, 9.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>October 2</td>
<td>at 11:59 pm</td>
<td>Fall 2019 Registration Ends: GRAD &amp; GSM session 6.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Last day to update instructors for Fall 2019 in CheckMarq: GRAD &amp; GSM session 3; HESP session 2; LAW session 3; UGRD session 2.</td>
</tr>
<tr>
<td>*4 - 11</td>
<td>OTR - Kathy</td>
<td>Summer 2020 Building Closes, CLSS is closed for data transfer and cleanup. Please do not attempt to update CLSS until you are notified that it has reopened for workflow.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for all Fall 2019 instructor updates: GRAD &amp; GSM session 3; HESP session 2; LAW session 3; UGRD session 2.</td>
</tr>
<tr>
<td>7 - 25</td>
<td>OTR-Tim</td>
<td>Begin the Spring 2020 classroom assigning process.</td>
</tr>
<tr>
<td>8</td>
<td>at 11:59 pm</td>
<td>Fall 2019 Registration Ends: GRAD &amp; GSM session 8.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Depts/Colleges/Schools Last day to update instructors for Fall 2019 in CheckMarq: LAW session 1.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for all Fall 2019 instructor updates: LAW session 1.</td>
</tr>
<tr>
<td>10 - 16</td>
<td></td>
<td>Mid-term exams</td>
</tr>
<tr>
<td>*11</td>
<td>OTR - Kathy</td>
<td>Summer 2020 is reopened in refine mode; all future changes must be submitted via the CLSS workflow process.</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>Depts/Colleges/Schools Last day to update instructors for Fall 2019 in CheckMarq: GRAD &amp; GSM session 8.</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for Fall 2019 instructor updates: GRAD &amp; GSM session 8.</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>Fall 2019 Classes End: GRAD &amp; GSM session 3; HESP session 2; Law session 3; UGRD session 2.</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Fall 2019 Classes Begin: GRAD &amp; GSM session 4; HESP session 3; UGRD session 3, 4.</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td>Depts/Colleges/Schools Last day to update instructors for Fall 2019 in CheckMarq: GRAD &amp; GSM session 6; HESP session 4.</td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>Depts/Colleges/Schools Begin to submit SOC Instructor Change Request forms for Fall 2019 instructor updates: GRAD &amp; GSM session 6; HESP session 4.</td>
</tr>
<tr>
<td>10/28 - 11/8</td>
<td></td>
<td>Spring 2020 Advising</td>
</tr>
<tr>
<td>29</td>
<td>at 11:59 pm</td>
<td>Fall 2019 Registration Ends: GRAD &amp; GSM session 4; HESP session 3; UGRD session 3, 4.</td>
</tr>
<tr>
<td>28 - 11/6</td>
<td></td>
<td>Depts/Colleges/Schools Spring 2020 College/School/Department Classroom Review Period</td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fall 2019 Classes End: GRAD &amp; GSM session 6, 8.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fall 2019 Classes Begin: GRAD &amp; GSM session 7.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Early registration begins for spring 2020</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Fall 2019 Registration Ends: GRAD &amp; GSM session 7.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Depts/Colleges/Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring 2020 College/School/Department Classroom Review Period ends.</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Fall 2019 Classes Begin: HESP session 5; UGRD session 5.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Depts/Colleges/Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last day to update instructors for Fall 2019 in CheckMarq: DENT session 1, AF1, AF3; GRAD &amp;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GSM session 1, 2, EXF, N01; HESP 1, N01; UGRD 1, N01.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Depts/Colleges/Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin to submit SOC Instructor Change Request forms for all Fall 2018 instructor updates:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DENT session 1, AF1, AF3; GRAD &amp; GSM session 1, 2, EXF, N01; HESP 1, N01; UGRD 1, N01.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Fall 2019 Classes End: HESP session 4.</td>
<td></td>
</tr>
<tr>
<td>11 - 22</td>
<td>Depts/Colleges/Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring 2020 Faculty Classroom Review Period</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Fall 2019 Registration Ends: HESP session 5; UGRD session 5.</td>
<td></td>
</tr>
<tr>
<td>27 - 12/1</td>
<td>Thanksgiving holiday classes excused -- MU Offices Closed (11/28 &amp; 11/29).</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Depts/Colleges/Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last day to update instructors for Fall 2019 in CheckMarq: GRAD &amp; GSM session 9.</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Depts/Colleges/Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin to submit SOC Instructor Change Request forms for all Fall 2019 instructors updates:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRAD &amp; GSM session 9.</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Depts/Colleges/Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last day to update instructors for Fall 2019 in CheckMarq: GRAD &amp; GSM session 4; HESP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>session 3; UGRD session 3.</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Depts/Colleges/Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin to submit SOC Instructor Change Request forms for all Fall 2019 instructors updates:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRAD &amp; GSM session 4, HESP session 3; UGRD session 3.</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Depts/Colleges/Schools</td>
<td>Last day to update instructors for Fall 2019 in CheckMarq: GRAD &amp; GSM session 7; UGRD session 4.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>Depts/Colleges/Schools</td>
<td>Begin to submit SOC Instructor Change Request forms for all Fall 2019 instructors updates: GRAD &amp; GSM session 7, UGRD session 4.</td>
</tr>
<tr>
<td>6</td>
<td>Depts/Colleges/Schools</td>
<td>Last day to update instructors for Fall 2019 in CheckMarq: HESP session 5; UGRD session 5.</td>
</tr>
<tr>
<td>7</td>
<td>Depts/Colleges/Schools</td>
<td>Begin to submit SOC Instructor Change Request forms for all Fall 2018 instructors updates: HESP session 5; UGRD session 5.</td>
</tr>
<tr>
<td>9 - 14</td>
<td></td>
<td>Fall 2019 final exam week.</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Fall 2019 Classes End: DENT session 1, AF3; GRAD &amp; GSM session 1, 2, 4, 7, 9, EXF; HESP session 1, 3; UGRD session 1, 3, 4.</td>
</tr>
<tr>
<td>15 - 1/12</td>
<td></td>
<td>Christmas/New Years holiday</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Fall 2019 Classes Begin: UGRD session J.</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>Fall 2019 Registration Ends: UGRD session J.</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>Fall 2019 Classes End: LAW session 1.</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Fall 2019 Classes End: HESP session 5, N01; UGRD 5.</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td>Fall 2019 Classes End: DENT session AF1.</td>
</tr>
</tbody>
</table>

**Notes**

| 1/3/2020 | Depts/Colleges/Schools | Last day to update instructors for Fall 2019 in CheckMarq: UGRAD & GSM Session J.          |
| 1/4/2020 | Depts/Colleges/Schools | Begin to submit SOC Instructor Change Form for all Fall 2019 instructor updates: UGRAD & GSM session J. |
| 1/12/2020 |                        | Fall 2019 Classes End: GRAD & GSM session N01; UGRD session J.                             |
| 1/18/2020 |                        | Fall 2019 Classes End: UGRD session N01.                                                    |

* OTR Dates may change due to unforeseen circumstances. If this happens you will be notified via email.