Graduate School Administrator Calendar
2012-2013 Academic Year

This calendar is intended for administrators in the Graduate School of Arts and Sciences. It is subject to change but updated versions will be available on the Graduate School Website at http://grad.georgetown.edu/academics/administrative-tools/

AUGUST
August 1:
- Application deadline for August graduation
August 3:
- Pre-registration closes for all fall 2011 admits. Add/Drop closes for continuing students.
August 4-15:
- Administrators review pre-registration results. Send any changes to the registrar’s office.
August 15:
- Batch registration requests must be submitted to the registrar’s office by this date.
August 17:
- Pre-Registration results are available to students via MyAccess
August 20:
- Financial aid disbursement for all appropriately registered students.
- Add/Drop opens for all new students and continuing students.
August 24: Tuition payment deadline
August 28:
- New Student Orientation, 9 a.m. – 12 p.m., ICC Auditorium
- Copy of the 2012-2013 Graduate Bulletin will be emailed to all new admits from GSAS
August 28: Classes begin
August 29:
- Students who wait until this date to register will be assessed a $100 late registration fee by the registrar’s office. Please encourage students to utilize pre-registration and add/drop starting August 20th. Student Accounts will begin assessing late payment fees on this date as well. The late payment charge is also $100. Note: If the late payment fee from student accounts is due to a delayed language scholarship posting, this fee will be removed.

SEPTEMBER
September 4: Application deadline for September graduation
September 7:
- Email reminder sent to students to review online schedule and make any grade type changes by 5 p.m. No exceptions allowed.
Reminder: This date also applies to tutorials. No tutorials will be added after this date (this includes internships).

- Final day to submit language scholarship requests
  **If a student has a financial hold on his/her block and is unable to register by September 7, you must notify Megan Bergkamp no later than September 7. The student will require special permission in order to register late. DO NOT advise students to continue attending classes until the hold is cleared.**

September 10-12:
- The Graduate School will send registration reports for the fall 2012 semester to each program. Please review this information immediately and send us any corrections as soon as possible. We will also include a list of students who were not registered.

September 17: Language Scholarships will be posted by this date
September 28: Any student not registered by this date will be withdrawn for failure to register.
September 30: Fall admits with unfulfilled admissions conditions are emailed by the Graduate School to submit credentials

**OCTOBER**

October 1:
- Application deadline for October graduation
- Email notification sent to all students out of time-to-degree in December and no graduation application. These students must either apply to graduate or apply for an extension of time.

October 15:
- Email notification sent to all students currently on Leave of Absence, expected to return in spring 2013 semester. Students must respond in order to be eligible to pre-register.
- Deadline for students to submit extension of time requests

October 31:
- Summer Graduate diplomas available in GSAS office. Students will be notified via email.
- Deadline to submit any admissions conditions to the Graduate School. If credentials are not submitted, a hold will be placed on the student account and they may not register for classes.

**NOVEMBER**

November 1-2:
- Continuing students will be automatically registered for section 1 of thesis research for spring 2013 semester
  Note: Section 5 registration will be done once budgets are submitted to Simmer and Alex.
November 1:
- Reminder sent to any student with an Incomplete or ‘NR’ from spring ‘12 or summer 2012 to submit any pending work immediately.
- Application deadline for November graduation

November 5-17:
- Pre-registration for spring semester

November 20:
- Last day to withdraw from a course

DECEMBER

December 3:
- Application deadline for December graduation

December 7:
- Last day of classes. Last day for a grade to be submitted for any incomplete work in the spring or summer 2012 term.

**Incompletes or NRs not satisfied by this date will be converted to grade of F**

December 8:
- Add/Drop opens for the spring 2013 semester and will remain open until January 18.
- The waitlist will run on December 10th and 11th and not again until January 9.
- Spring ’12 admits will only participate in add/drop. They will not pre-register with continuing students.

December 17:
- Suggested deadline for students to submit theses/dissertations in order to graduate in December. This gives the Graduate School time to review before the holiday.

December 12-20: Exams

JANUARY

January 2:
- Application deadline for January graduation
- Grades due for Fall 2012 semester

January 2-8:
- GPA/Grade review for the fall 2012 semester. Students who earned an F or a GPA below 3.0 for the fall 2012 semester will receive warnings.

January 6:
- Spring graduation memo will be sent to students. Programs will be copied on this memo

January 9:
January 11:
- First day of classes

January 14:
- Incomplete, blank grade, and GPA reports from fall 2012 semester emailed to programs
- Reminder sent to all students to apply to graduate no later than February 1 for the spring semester.

January 18:
- Email reminder sent to students to review online schedule and make any grade type changes by 5 p.m. No exceptions allowed.
- Final day to submit language scholarship requests (CHECK WITH SIMMER)

Online add/drop closes at 5 p.m. No more refunds or deletions are allowed after this time. Please review the tuition and refund schedule at, http://registrar.georgetown.edu/registration/refunds-and-tuition/

**If a student has a financial hold on his/her block and is unable to register by September 7, you must notify Megan Bergkamp no later than January 18. The student will require special permission in order to register later than the add/drop period. DO NOT advise students to continue attending classes until the hold is cleared.

January 21-23:
- The Graduate School will send registration reports for the spring 2013 semester to each program. Please review this information immediately and send us any corrections as soon as possible. We will also include a list of students who were not registered.

January 28:
- Final reminder to apply for May graduation sent to students

January 31:
- Spring admits with unfulfilled admissions conditions emailed to submit credentials

FEBRUARY

February 1:
- Application deadline for February graduation
- Application deadline for May graduation (in order to be included in the commencement book and to receive diploma in May)
- GSAS Commencement website will be updated by this date
- Any student not registered by this date will be withdrawn for failure to register

February 4:
- Any student without a graduation application for the spring ’13 semester who has an exit term of May 2013, will be emailed directly and told to either apply to graduate or file an extension of time request immediately.

February 15:
- List of students and their previous schools will be printed in the commencement book sent to programs. Please note any students who are missing and notify us immediately. We will also send a spring commencement calendar/distribution ceremony information out on this date
- Deadline for students to apply for an extension of time
February 28:
  - Diplomas available for fall 2012 graduates
February 28:
  - Commencement announcements available for pick up in Car Barn 207
  - Students who still have unfulfilled admissions conditions will have a hold placed on their student account.

MARCH

March 1:
  - Application deadline for March graduation
March 15:
  - Remaining fall diplomas mailed out
March 20:
  - First draft of Commencement Book submitted to programs for proofing.
March 25-29:
  - Continuing students will be automatically registered for section 1 of thesis research for Fall 2013 semester
March 31:
  - Reminder sent to any student with an Incomplete or NR from fall 2012 regarding the Incomplete coursework policy.

APRIL

April 1:
  - Application deadline for April graduation
April 2-13:
  - Pre-registration for fall 2013 semester
April 24:
  - May clearance sheets emailed to programs. Reminder about ballot deadlines included.
  - Detailed commencement instructions sent to students and programs
April 24:
  - Recommended final day to submit thesis/dissertation for Graduate School review
April 25:
  - Last day to withdraw from a class
April 30:
  - Last day of classes. Last day to submit Incomplete coursework for fall 2012. Incompletes not satisfied by this date will automatically be converted to grade of F.

MAY
May 1:
- Application deadline for May graduation
- Deadline for thesis/dissertation approvals. For students graduating in May, they must have all corrections made by this date.
- Registration Completion

May 2:
- Final proof of commencement book sent to programs. All corrections must be submitted within 24 hours. Deletions should be made at this time too.

May 8:
- May graduation clearance sheets due in the Graduate School by 5 p.m.

May 10:
- Final day to submit ballots and examinations for graduating students. If these items are submitted after this date, students will NOT be cleared to graduate
- Last commencement reminder sent to students
- Reminder sent to students with holds that their diplomas will not be released until the hold has been cleared.

May 14:
- Diplomas distributed to diploma ceremony coordinators
- 10 a.m. Grades for graduating students are due

May 15:
- Commencement Rehearsal on the Lawn (or in McDonough Gym if it rains)

May 17:
- Graduate School Commencement Ceremony!

May 20:
- Grades due for non-graduating students

JUNE

June 1:
- Normative Credit and Program Information Worksheet distributed to all Graduate Programs for completion

June 4:
- Incomplete, blank grade, and GPA reports from spring 2013 semester emailed to programs
- GPA/Grade review for the fall 2012 semester. Students who earned an F or a GPA below 3.0 for the fall 2012 semester will receive warnings.

June 15:
- Remaining spring diplomas mailed to students