# Important Dates for 2019/2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 1, 2019</td>
<td>Rank and Tenure material due for promotion in either rank or tenure, and post-tenure reviews for 2019/2020</td>
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<tr>
<td></td>
<td>Faculty load sheets due</td>
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<td></td>
<td>Contract instructor planning due</td>
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<tr>
<td>July 4</td>
<td>Independence Day, no classes</td>
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<tr>
<td>July 16</td>
<td>Summer Gathering: WWU Alumni Night at the Walla Walla Sweets</td>
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<tr>
<td>August 3</td>
<td>Contract instructor requests for Autumn 2019 due</td>
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<tr>
<td>August 12</td>
<td>Preliminary Autumn quarter class schedule sent to Chairs &amp; Deans to be updated</td>
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<tr>
<td>August 21</td>
<td>Corrected Autumn quarter class schedule due to Records</td>
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<tr>
<td>August 23 – 25</td>
<td>Rosario Alumni Sabbath</td>
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<tr>
<td>September 10</td>
<td>New Faculty Orientation 8am</td>
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<td>September 11</td>
<td>Advisers’ Luncheon, 11:30am  Chairs and Deans information session with VPAA, 3pm</td>
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<td>Chairs and Deans Picnic with Administration, new faculty &amp; families, 5:30pm</td>
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<td>September 12 – 13</td>
<td>Colloquium</td>
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<td>September 15 – 20</td>
<td>JumpStart</td>
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<td>September 18</td>
<td>Financial clearance deadline for Autumn quarter</td>
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<tr>
<td>September 22</td>
<td>Registration Sunday (for last minute registration, etc.)</td>
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<tr>
<td>September 23</td>
<td>Instruction begins</td>
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<tr>
<td>September 26</td>
<td>Last day for students to add a class without a late fee</td>
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<td></td>
<td>Last day for students to withdraw from class with 100% refund</td>
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<td>Sept. 30 – Oct. 4</td>
<td>Modified class schedule for Week of Worship</td>
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<tr>
<td>October 3</td>
<td>University Assembly, 5pm, CSP 154</td>
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<tr>
<td>October 4</td>
<td>Last day for students to add a class</td>
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<tr>
<td></td>
<td>Last day for students to withdraw from a class with 75% refund</td>
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<td>Senior outlines due for June graduates</td>
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<td>October 14</td>
<td>Preliminary Winter quarter class schedule sent to chairs/deans to be updated</td>
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<tr>
<td>October 16</td>
<td>Service Day, classes will not meet from 8am-1pm, classes resume at 2pm</td>
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<td>October 18</td>
<td>Last day to withdraw from a class with a 50% refund</td>
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<td>Textbook orders for Winter quarter due</td>
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<tr>
<td>October 23</td>
<td>Corrected Winter quarter class schedule due</td>
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<td>2020/2021 Bulletin changes due to Records Office</td>
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<tr>
<td>October 31</td>
<td>Contract instructor requests for Winter 2020 due</td>
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<tr>
<td>November 4</td>
<td>Preregistration begins for Winter quarter – sophomores</td>
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<tr>
<td>November 7</td>
<td>University Assembly, 5pm, CSP 154</td>
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<tr>
<td>November 10</td>
<td>Distinguished Faculty Lecture: Debbie Muthersbaugh, 7 pm</td>
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<tr>
<td>November 11</td>
<td>Preregistration begins for Winter quarter – freshmen</td>
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<td>Board of Trustees meeting, Heubach Chapel, College Place</td>
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<tr>
<td>November 12</td>
<td>Last day for a student to withdraw from a class</td>
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<td>Last day to request out-of-schedule exam</td>
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<td>Removal of incompletes from Spring &amp; Summer quarters</td>
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<td>Nov. 24 – Dec. 1</td>
<td>Thanksgiving Break</td>
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December 2 – 6  Review Week
December 5  University Assembly, 5pm CSP 154
December 9 – 11  Final examinations
Dec. 12 – Jan. 5  Christmas Break
December 16  Grades due 9am

January 2  Financial clearance deadline for Winter quarter
January 6  Instruction begins
January 9  Last day to withdraw from a class with a 100% refund
University Assembly, 5 pm CSP 154
January 13 – 17  Modified class schedule for ASWWU Week of Worship
January 17  Last day for students to add a class
Last day to withdraw from a class with a 75% refund
Last day to change to audit
January 20  Martin Luther King Day, 11am class period switched with Tuesday
Preliminary Spring quarter class schedule sent to Chairs & Deans to be updated
January 21  Monday 11am classes meet at 11am
January 29  Corrected Spring quarter class schedule due to Records
January 31  Textbook orders for Spring quarter due
Last day to withdraw from a class with a 50% refund
Contract instructor requests for Spring 2020 due

February 3  Yearly preliminary class schedule for 2020/2021 sent to Chairs & Deans
February 6  University Assembly, 5pm CSP 154
February 14  Preliminary corrected class schedule for 2020/2021 due to Records
February 17  Mid-Winter Break – President’s Day (no classes)
Preregistration begins for Spring quarter – Sophomores
February 19  Final draft of class schedule for 2020/2021 sent to Chairs & Deans
February 24  Preregistration begins for Spring quarter – Freshmen
February 25  Last day to withdraw from a class
Last day to request out-of-schedule exam for Winter quarter
Removal of incompletes for Autumn quarter

March 2  Final corrected class schedule for 2020/2021 due to Records
March 5  University Assembly, 5pm CSP 154
Class schedule due for 2020/2021 (This is a big job; you may want to start this during Autumn quarter.)
March 5 – 7  March UDays
March 9  Board of Trustees meeting, Portland, Oregon
March 9 – 13  Review Week
March 16 – 18  Final examinations
March 19 – 29  Spring Break
March 23  Grades due 9am
March 25  Financial clearance deadline for Spring quarter
March 30  Instruction begins

April 2  Last day to withdraw from a class with 100% refund
University Assembly, 5pm CSP 154
April 5 – 7  April UDays
April 10  Last day for students to add a class
Last day to withdraw from a class with a 75% refund
April 13  Registration begins for 2020/2021 – Juniors and Seniors
    Summer registration opens for all students
April 17  Textbook orders for Summer and Autumn quarters
April 20  Autumn registration opens for Sophomores
April 22  Administrative Professionals Day
April 21  11:00 a.m. Friday classes meet
April 23 – 26 Homecoming Weekend (Alumni Weekend)
April 24   11:00 a.m. CommUnity: Awards Celebration
    Last day to withdraw from a class with a 50% refund
April 27   Autumn registration opens for Freshmen

May 4    Board of Trustees meeting, Heubach Chapel, College Place
May 7    University Assembly, 5pm CSP 154
May 19   Last day for a student to withdraw from a class
    Last day to request out-of-schedule exam
    Removal of incompletes from Winter quarter
May 25   Memorial Day – no undergraduate classes, no MSW classes

June 1 – 5 Review week
June 4    University Assembly, 5pm CSP 154
June 8 – 10 Final examinations
June 12 – 14 Graduation weekend
June 12   Commencement rehearsal
June 14   Commencement (all faculty are expected to march, staff are invited to
    march)
June 15   Grades due 9am
June 22   Instruction begins

July 1, 2020 All Rank and Tenure material due for 2020/2021 reviews
    Faculty load sheets due
    Contract instruction planning due
July 3    Independence Day holiday celebrated, no classes

August 14 Eight Week Summer Session ends
August 28 Ten Week Summer Session ends
General Timelines

Application for Degree
- Three quarters prior to graduation, spring quarter of preceding year recommended

Bulletin copy
- Third Monday in October
- Send curriculum proposals to Jerry Entze in Academic Records

Grades
- First Monday after final exams by 9 a.m.
- Submit grades in PeopleSoft

Field trip request
- **Two weeks before** the scheduled field trip
- Send to AVPAA – Scott Ligman

Out-of-schedule final examinations
- **Three weeks before** the end of the quarter
- Students make request to AVPAA – Scott Ligman

Rank and Tenure Material
- Material for promotion in rank and/or tenure and post-tenure review is due first Monday in July

Scholastic progress reports
- Fourth and seventh week of each quarter AWS
- Submit reports in PeopleSoft

Student and other hourly time cards
- Weekly, on Monday
- Use TimeClock Plus online: [https://tc.wallawalla.edu/app/manager/#/ManagerLogOn](https://tc.wallawalla.edu/app/manager/#/ManagerLogOn)

Syllabi
- Upload course syllabi by the end of the first week in the quarter

University Assembly meets the first Thursday of each month, October – June, 5pm CSP 154

University Senate meets on alternate Thursdays, 3 – 5 p.m.