Important Dates for 2018/2019

July 2, 2018  Rank and Tenure material due for promotion in either rank or tenure, and post-tenure reviews for 2018/2019
            Faculty load sheets due
            Contract instructor planning due
July 4      Independence Day, no classes
July 18     WWU Alumni Night at the Walla Walla Sweets

August 1    Contract instructor requests for Autumn 2018 due
August 3    Preliminary Autumn quarter class schedule sent to Chairs & Deans to be updated
August 13   Corrected Autumn quarter class schedule due to Records
August 24 – 26  Rosario Alumni Sabbath

September 11  New Faculty Orientation 8am
September 12  Advisers’ Luncheon, 11:30am
             Chairs and Deans information session with VPAA, 3pm
             Chairs and Deans Picnic with Administration, new faculty & families, 5:30pm
September 13 – 14 Colloquium
September 16 – 21 JumpStart
September 19  Financial clearance deadline for Autumn quarter
September 23  Registration Sunday (for last minute registration, etc.)
September 24  Instruction begins
September 27  Last day for students to add a class
             Last day for students to withdraw from class with 100% refund

October 1 – 5  Modified class schedule for Week of Worship
October 4     University Assembly, 5pm, CSP 154
October 5     Preliminary Winter quarter class schedule sent to chairs/deans to be updated
             Last day for students to add a class
             Last day for students to withdraw from a class with 75% refund
             Senior outlines due for June graduates
October 15    Corrected Winter quarter class schedule due
              2019/2020 Bulletin changes due to Records Office
October 17    Service Day, classes will not meet from 8am-1pm, classes will resume at 2pm
October 19    Last day to withdraw from a class with a 50% refund
              Textbook orders for Winter quarter due
October 26    Contract instructor requests for Winter 2018 due

November 1    University Assembly, 5pm, CSP 154
November 5    Preregistration begins for Winter quarter – sophomores
November 11   Distinguished Faculty Lecture: Kari Firestone, 7 pm
November 12   Board of Trustees meeting, NPUC Office
              Preregistration begins for Winter quarter - freshmen
November 13   Last day for a student to withdraw from a class
              Last day to request out-of-schedule exam
              Removal of incompletes from Spring & Summer quarters
November 18 – 25  Thanksgiving Break
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 3 – 7</td>
<td>Review Week</td>
</tr>
<tr>
<td>December 6</td>
<td>University Assembly, 5pm CSP 154</td>
</tr>
<tr>
<td>December 10 – 12</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December 13 – January 6</td>
<td>Christmas Break</td>
</tr>
<tr>
<td>December 17</td>
<td>Grades due 9am</td>
</tr>
<tr>
<td>January 2</td>
<td>Financial clearance deadline for Winter quarter</td>
</tr>
<tr>
<td>January 7</td>
<td>Instruction begins</td>
</tr>
<tr>
<td>January 10</td>
<td>Last day to withdraw from a class with a 100% refund</td>
</tr>
<tr>
<td>January 14 – 18</td>
<td>Modified class schedule for ASWWU Week of Worship</td>
</tr>
<tr>
<td>January 18</td>
<td>Last day for students to add a class</td>
</tr>
<tr>
<td></td>
<td>Last day to withdraw from a class with a 75% refund</td>
</tr>
<tr>
<td></td>
<td>Last day to change to audit</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King Day, 11am class period switched with Tuesday</td>
</tr>
<tr>
<td>January 22</td>
<td>Monday 11am classes meet at 11am</td>
</tr>
<tr>
<td>January 23</td>
<td>Preliminary Spring quarter class schedule sent to Chairs &amp; Deans to be updated</td>
</tr>
<tr>
<td>January 31</td>
<td>Textbook orders for Spring quarter due</td>
</tr>
<tr>
<td>February 1</td>
<td>Last day to withdraw from a class with a 50% refund</td>
</tr>
<tr>
<td></td>
<td>Contract instructor requests for Spring 2018 due</td>
</tr>
<tr>
<td>February 4</td>
<td>Corrected Spring quarter class schedule due to Records</td>
</tr>
<tr>
<td>February 6</td>
<td>Yearly preliminary class schedule for 2019/2020 sent to Chairs &amp; Deans</td>
</tr>
<tr>
<td>February 7</td>
<td>University Assembly, 5pm CSP 154</td>
</tr>
<tr>
<td>February 18</td>
<td>Mid-Winter Break – President’s Day (no classes)</td>
</tr>
<tr>
<td></td>
<td>Preregistration begins for Spring quarter – Sophomores</td>
</tr>
<tr>
<td>February 25</td>
<td>Preregistration begins for Spring quarter – Freshmen</td>
</tr>
<tr>
<td>February 26</td>
<td>Last day to withdraw from a class</td>
</tr>
<tr>
<td></td>
<td>Last day to request out-of-schedule exam for Winter quarter</td>
</tr>
<tr>
<td></td>
<td>Removal of incompletes for Autumn quarter</td>
</tr>
<tr>
<td>March 7</td>
<td>University Assembly, 5pm CSP 154</td>
</tr>
<tr>
<td></td>
<td>Class schedule due for 2019-2020 (This is a big job; you may want to start this during Autumn quarter.)</td>
</tr>
<tr>
<td>March 7 - 9</td>
<td>March UDays</td>
</tr>
<tr>
<td>March 11</td>
<td>Board of Trustees meeting, Portland, Oregon</td>
</tr>
<tr>
<td></td>
<td>Final draft of class schedule for 2019/2020 sent to Chairs &amp; Deans</td>
</tr>
<tr>
<td>March 11 – 15</td>
<td>Review Week</td>
</tr>
<tr>
<td>March 18 – 20</td>
<td>Final examinations</td>
</tr>
<tr>
<td>March 21 – 31</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 25</td>
<td>Grades due 9am</td>
</tr>
<tr>
<td>March 27</td>
<td>Financial clearance deadline for Spring quarter</td>
</tr>
<tr>
<td>April 1</td>
<td>Instruction begins</td>
</tr>
<tr>
<td>April 3</td>
<td>Final corrected class schedule due for 2019-2020 to Records</td>
</tr>
<tr>
<td>April 4</td>
<td>Last day to withdraw from a class with 100% refund</td>
</tr>
<tr>
<td></td>
<td>University Assembly, 5pm CSP 154</td>
</tr>
<tr>
<td>April 7 – 9</td>
<td>April UDays</td>
</tr>
<tr>
<td>April 12</td>
<td>Last day for students to add a class</td>
</tr>
<tr>
<td></td>
<td>Last day to withdraw from a class with a 75% refund</td>
</tr>
<tr>
<td>April 15</td>
<td>Registration begins for 2019/2020 – Juniors and Seniors</td>
</tr>
</tbody>
</table>
Summer registration opens for all students
April 16
11:00 a.m. Friday classes meet
Textbook orders for Summer and Autumn quarters
April 19
11:00 a.m. CommUnity: ASWWU Weekend of Worship
April 19 – 20
ASWWU Weekend of Worship
April 22
Autumn registration opens for Sophomores
April 19 – 20
ASWWU Weekend of Worship
April 22 – 26
Administrative Professionals Week
April 23
11:00 a.m. Friday classes meet
April 25 – 28
Homecoming Weekend (Alumni Weekend)
April 26
11:00 a.m. CommUnity: Awards Celebration
Last day to withdraw from a class with a 50% refund
April 29
Autumn registration opens for Freshmen
May 2
University Assembly, 5pm CSP 154
May 6
Board of Trustees meeting, Heubach Chapel, College Place
May 21
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 27
Memorial Day – no undergraduate classes, no MSW classes
June 3 – 7
Review week
June 6
University Assembly, 5pm CSP 154
June 10 – 12
Final examinations
June 13
Commencement rehearsal
June 14 – 16
Graduation weekend
June 16
Commencement (all faculty are expected to march, staff are invited to march)
June 17
Grades due 9am
June 24
Instruction begins
July 1, 2019
All Rank and Tenure material due for 2019/2020
Faculty load sheets due
Contract instruction planning due
July 4
Independence Day, no classes
August 16
Eight Week Summer Session ends
August 30
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

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.