

Summer 2018 Freshman Registration Schedule			
Activity	Responsibility	Start date	End date
Fall and Spring athletic practice time schedules confirmed	M. Kaffka		Mar. 15
Welcome letter sent to deposited students outlining steps for checklist	SASE, IT	May 4	Aug. 31
Class established	Admissions		May 15
On-boarding checklist goes live; AIF goes live	M&C, Admissions, IT, SASE	May 7	Sept.
Set up email (student is then mailed PIN)	IT	May 7	May 31
Log onto Banner Self-Sv (using PIN; can then see housing, class search, fin aid)	IT	May 7	May 31
Chem. placement exam	IT, Chemistry dept.	May 7	June 1
Make seats avail. for incoming students and turn off reg. for current	Registrar		June 4
Advisors receive batch AIF results for planning purposes	IT/SASE	May 14	June 18
E-folders sent to School offices	IT (creates)/Admissions (sends)	May 21-25	On-going
Complete AIF	Students	May 7	June 4 (but on-going)
Registration for HEOP	HEOP	May 15	June 6
SoS Bio, BioChem, and Chem (do Honors 1 st)	A.McKeever	June 4	June 19
Registration for Honors	L. Daly	June 4	June 19
Contact students about language proficiency	D. King	June 5	On-going
New Bonner registration	K. Renaud	June 6	On-going
SFAREGS training (for SoS Dept. chairs)	SASE	June 7	Individual, as needed
Registration for athletes (including FYS)	School offices, SoS Dept. chairs; K. Renaud does SoS later; SoLA and SoB do own FYS	June 7	June 15
FYSM registration for SoB majors	K. Renaud	June 7	June 8
Remaining registration (incl. FYSM for SoLA)	All School offices, SoS dept. chairs, other advisors, K. Renaud	June 20-22	July 10
Bills distributed	Student Accts.		July 16
Turn on registration for all students	Registrar	July 17	
Students wishing to change major	ProcessMaker approval	May 7	On-going