

January

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3 Campus reopens	4	5	6
7	8	9	10	11	12	13
14	15 Alaska Civil Rights Day- Campus Closed	16 Classes Start	17	18	19	20
Run Dean's/Chancellor's Lists						
Run probation list* (See below)						
21	22	23	24	25	26 Late registration ends (100% refund)	27
28	29	30	31			
Run Non-Returning List. Survey those not continuing.						

2007

*Review list, run unofficial transcripts, and contact students to encourage (and voice concern when necessary) on their choices for spring classes. Have resources on hand for students to get assistance for the spring semester and inform students of department advisors' office hours for Spring. Encourage students to check in periodically with any questions they may have.

February

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2 Last day to drop. (50% refund)	3
4	5	6	7	8	9	10
Check with Admissions for new UA Scholars list to begin contacting students						
11	12	13	14 Last day to apply for Spring Graduation	15	16	17
18	19	20	21	22	23 Freshman Progress Reports due.	24
25	26	27	28			

2007

March

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 Early Warning Reports Trng.	2	3
Run Freshman Progress Reports* (See below)						
4	5	6	7	8	9	10
Continue contacting Freshman with low mid-term grades						
11	12	13	14	15	16	17
← SPRING BREAK! - NO CLASSES →						
18	19	20	21	22	23 Last Day to Withdraw	24
25	26	27	28	29	30	31

2007

* Contact Progress Report recipients with low grades to let them know of their options for classes. Have information on hand about assistance available on campus. Make sure students are aware of Last Day to Withdraw (March 23).

April

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Begin to contact students regarding advising for Fall 2007 classes						
15	16 Registration for Fall semester begins.	17	18	19	20	21
Run New Admit List						
22	23	24	25	26	27 Springfest - No Classes	28
29	30					

2007

May						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
Run Non-Returning list and contact students who have not registered for Fall.						
6	7 Last day of instruction.	8	9	10	11	12
← FINALS →						
13 Commencement	14	15	16 Grades Due to the registrar's office.	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Run Dean's/Chancellor's Lists						
Run Probation List*(See below)						

*Review list, run unofficial transcripts, and contact students to encourage (and voice concern when necessary) on their choices for fall classes. Have resources on hand for students to get assistance for the fall semester and inform students of department advisors' office hours. Encourage students to check in periodically with any questions they may have.

2007

June						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2007

Approximate Quick Reference Time Line - Fall

August:

Prior to start of classes: Run **New Admits** report – this allows departments to contact students personally and establish a student/advisor relationship.
Run **Probation** report – check students' registration for fall semester and contact them with concerns.

September

Week 3: Run **Non-Returning** list – send survey to determine reasons why students did not return.

October:

Week 3 – 4: Run **Freshman Progress** reports Allow ample time for grade information to be input before running report. Contact those who receive low grades, encourage them to talk with instructors and inform them of the last day to withdraw. Contact those with passing grades to give encouragement and support.

November:

Week 2: Contact students to remind them to **register for spring** courses.
Week 3-4: Run **New Admits** report for spring semester – begin contacting potential students before the semester break.

December:

Week 2: Run **Non-Returning list** – contact students who have not registered for spring and make them aware of advisor availability.

Approximate Quick Reference Time Line - Spring

January:

Week 2: Run **Probation** list – check for students who did poorly during the fall semester.
Run **Dean's/Chancellor's** list from Fall semester and congratulate students for a job well done.
Week 4: Run **Non-Returning** Student list – send out survey.

February:

Week 2: Contact Admissions for list of new **UA Scholars** for fall semester.

March:

Week 1: Run **Freshman Progress** reports – contact students with low grades to let them know their options with classes.

April:

Week 2: Contact students and remind them to **register for fall semester**. It is preferable that they do this prior to the end of the spring semester, while faculty advisors are still widely available.
Week 3: Run **New Admit** list – contact students who will be new for Fall to welcome them and direct them on how to register for classes.
Week 4: Run **Non-Returning Student** list – contact those who have not registered for fall semester

May:

Week 4: Run **Probation** list once grades have posted from spring semester.
Run **Dean's/Chancellor's** list from Spring semester and congratulate students for a job well done.