

University of Houston-Clear Lake 2018-2019 Academic Affairs Administration Calendar

Event	Date
April 2018	
Summer (including May Mini-Session) and Fall Early Registration and Advising	April 9-19
Fall Textbooks Orders Due to Bookstore	April 12
May Mini-Session Open Registration ends by 6 p.m.	April 20-May 14
Summer Open Registration and Advising end by 5 p.m.	April 20-June 1
Fall Open Registration and Advising ends by 5 p.m.	April 20-August 24
CBM003 Annual course inventory due to Registrar	April 30
May 2018	
Assessment Cycle for 2017-18 begins; Taskstream's AMS system is open	May 1
Summer Application Deadline for new graduate students	May 1
Deadline for New Online Course Requests for Spring 2019 delivery to be submitted via OPALS. Only limited delegation requests for Spring 2019 delivery will be accepted after this date	May 4
May Mini-Session Classes Begin	May 14
May Mini-Session Fee Payment Deadline by noon	May 15
Census Date (May Mini-Session)	May 15
Summer I and II Priority Application deadline for undergraduate transfer, former and non-degree seeking undergraduate/graduate students. Students who apply after this date must submit all required documentation with their paper application in the Office of Admissions and will be processed for late registration	May 21
Transfer Student Orientation	May 24
Last Day to Drop a May Mini-Session Class	May 28
Summer Financial Aid Disbursements begin	May 28
Memorial Day Holiday	May 28
June 2018	
Fall Final Application Deadline for International Students (If the program's application deadline is earlier, students should apply by the program's application deadline)	June 1
Summer New International Student Orientation	June 1
Last Class Day/Final Exam (May Mini-Session)	June 1
End of Summer Open Registration and Summer Fee Payment Deadline	June 1
Summer I Late Registration/Add/Drop	June 2-6
Summer I Final Application and Documents Deadline for undergraduate transfer, former, and non-degree seeking undergraduate/graduate students	June 4
Summer I Classes Begins (8-week, 5-week Sessions)	June 4
Fee Payment Deadline for Summer I Late Registration	June 7
Census Date (5-week Session)	June 7

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Grades Due by 5 p.m. (May Mini-Session)	June 7
Student Orientation And Registration	June 8-9
Official Census Date for Regular 8-week Summer Session; Last day to drop or withdraw a course without receiving a grade	June 11
Last day to apply for Summer graduation (30 days after 1st class day)	June 13
Student Orientation And Registration	June 14-15
Last day to Drop/Withdraw (5-week Session)	June 25
Transfer Student Orientation	June 26
	July 2018
University Holiday (Independence Day)	July 4
Initial Appointment for Format Check of Project/Thesis/Dissertation at Library	July 6
Last Class Day/Final Exam, (5-week Session)	July 7
Classes Begin Summer II (4-week Session)	July 9
Last Day to Drop/Withdraw (8-week Session)	July 9
Summer II Final Application and Documents Deadline for undergraduate transfer, former, and non-degree seeking undergraduate/graduate students	July 9
Summer II Late Registration	July 9-11
Census Date (4-week Session)	July 11
Student Orientation and Registration	July 11-12
Grades Due by 5 p.m. (5-week Session)	July 12
Fee Payment Deadline for Summer II Late Registration	July 12
CBM003 Summer supplemental course inventory due to Registrar	July 15
Student Orientation And Registration	July 17-18
Transfer Student Orientation	July 25
Initial Electronic Submission (Vireo) of Project/Thesis/Dissertation to the Library	July 27
Last Class Day/Final Exam (8-week Session)	July 28
Last Day to Drop/Withdraw (4-week Session)	July 30
	August 2018
Freshman Fall Final Application Deadline	August 1
Fall Application Deadline for new graduate students. Some programs may have special deadlines. See application deadlines on the Office of Admissions' or the program's web site	August 1
Spring Application Priority Deadline for International Students	August 1
Deadline for Final Electronic Submission (Vireo) of Project/Thesis/Dissertation to Library	August 3
Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)	August 4
Last Class Day/Final Exam (4-week Session)	August 4

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Grades Due by 5 p.m. (8-week, 4-week)	August 9
Student Orientation And Registration	August 7-8
Fall Priority Application Deadline for undergraduate transfer, former, and non-degree seeking undergraduate/graduate students. Students who apply after this date must submit all required documentation with their paper application in the Office of Admissions and will be processed for late registration	August 13
Transfer Student Orientation	August 18
Fall Financial Aid Disbursements Begin	August 20
Fall New International Student Orientation	August 20-21
New Faculty Orientation	August 20-22
Student Orientation And Registration	August 22-23
End of Fall Open Registration and Fall Fee Payment Deadline	August 24
Fall Late Registration/Add/Drop	August 25 – September 4
Fall Classes Begin (First Class Day Regular Session and 1st 8-week Session)	August 27
Final Fall Application and Documents Deadline for undergraduate transfer, former, and non-degree undergraduate/graduate students	August 27
	September 2018
Freshman Spring Priority Application Deadline	September 1
Labor Day Holiday*	September 3
Promotion and Tenure files sent to Deans from faculty	September 4
Census Date for 1st 8–week Session; Last Day to Drop or Withdraw without receiving a grade	September 4
Fee Payment Deadline for Fall Late Registration, 6 p.m. for all payment methods	September 5
Faculty Development & Support Fund Proposals Due to Dean of COE	September 7
Faculty Development & Support Fund Proposals to Associate Dean of HSH	September 10
Official Census Date for Fall; Last Day to Drop or Withdraw without receiving a grade (Regular Session)	September 12
Faculty Research & Support Fund Proposals Due to Sponsored Programs, via email by 5 p.m. Follow format at https://www.uhcl.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds	September 15
CBM003 THECB Fall Supplemental course inventory due to Registrar	September 15
Faculty Development & Support Fund Proposals Due to Dean of CSE	September 17
Promotion and Tenure deadline for receipt of outside reviewers evaluations	September 17
Deans send to Provost a list of tenured faculty who received satisfactory or unsatisfactory post-tenure review during the past year	September 21
Post tenure review notification to tenured faculty from the deans for the next year	September 21

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Deadline to submit new online master courses for Spring 2019 for Quality Assurance Review	September 21
Last Day to Apply on time for Fall Semester Graduation on time (30 Days after 1st class day)	September 26
Deadline To Submit Application for Dissertation Defense	September 29
	October 2018
CBM-009 Graduation Report Due	October 1
Last Day to Drop/Withdraw (1st 8-week Session)	October 1
Faculty Development & Support Fund Proposals Due to Dean of COB	October 3
Spring Class Schedule Available Online (4 weeks prior to early registration)	October 8
CBM-001 Student Report Due & CBM-004 Class Report Due	October 15
CBM-00B Admissions Annual Report Due	October 15
CBM-005 Building and Room Report Due	October 15
Dissertation Defense	October 20
Last Class Day/Final Exam (1st 8-week Session)	October 20
Classes Begin (2nd 8-week Session)	October 22
Fee Payment Deadline for Fall II Registration	October 24
Grades Due by 5 p.m. (1st 8-week Session)	October 25
Census Date 2nd 8-week Session; Last Day to Drop or Withdraw without receiving a grade	October 29
Spring Textbooks Orders Due to Bookstore	October TBD
Peer Review Committee and Associate Deans P&T recommendations to dean	October 31
Programs and units submit completed plans in the AMS System	October 31
	November 2018
Spring Final Application Deadline for International Students. (If the program's application deadline is earlier, students should apply by the program's application deadline)	November 1
CBM-011 THECB Facilities Room Inventory Report Due & CBM-014 THECB Facilities Building Inventory Report Due	November 1
Office of Institutional Effectiveness reviews assessment plans and works with plan	November 1-30
Faculty Development & Support Fund Proposals Due to Dean of COB	November 2
Faculty Development & Support Fund Proposals Due to Associate Dean of HSH	November 5
Spring Early Registration and Advising	November 5-15
Initial Appointment for Format Check of Project/Thesis/dissertation at Library	November 9
Deadline for new online course requests for Summer and Fall 2019 delivery to be submitted via OPALS. Only limited delegation requests for Summer and Fall 2018 delivery will be accepted after this date	November 9

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Last Day to Drop/Withdraw (Regular Session)	November 12
Deans P&T recommendations due to Provost	November 14
Spring Open Registration and Advising ends by 5 PM	November 16– January 18, 2019
Faculty Development & Support Fund Proposals Due to Dean of CSE	November 15
Submission of Theses/Projects to Dean for approval	November 16
Submission of Dissertation to the Dean	November 19
Thanksgiving Holidays (Students)	November 21-25
Thanksgiving Holidays (Staff)	November 22-23
Last Day to Drop/Withdraw (2nd 8-week Session)	November 26
Final Approval of Dissertation by Dean	November 29
Initial Electronic Submission (Vireo) of Project/Thesis/Dissertation to Library	November 30
Annual Course Related Fee Requests and Projected Fee Budgets from Schools to AVPAA	** TBD
Programs and units submit funding requests to Dean/Division if new funding is needed	**See Planning and Budget Calendar
	December 2018
Freshman Final Spring Application deadline	December 1
Spring Application Deadline for new graduate students. Some programs may have special deadlines. See application deadlines on the Office of Admissions' or the programs' website	December 1
Faculty Development Leave Applications Due to Department Chair of COE	December 3
Faculty Development Leave Applications Due to Associate Dean of HSH	December 3
Faculty Development Leave Applications Due to School Chairs of CSE	December 3
Final Approval of Thesis/projects by Dean	December 5
Faculty Development & Support Fund Proposals Due to Dean of COB	December 5
Last Class Day for Fall (Regular Session)	December 8
100% Online Courses may schedule finals	December 8-15
Final Exams (Regular Session)	December 10-15
Deadline for Final Electronic Submission (Vireo) of Project/Thesis/Dissertation to Library	December 14
Deans submit internal program review reports to OIE	December 14
Notification of non-reappointment of faculty from Deans to faculty in their second year of employment whose appointment will expire at the end of the academic year	December 14
Last Class Day/Final Exam (2nd 8-week Session)	December 15
Official Closing of the Fall Semester and Degree Conferral Date	December 15
Grades due by 5 p.m. (Regular and 2nd 8-week Session)	December 18

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Blackboard Upgrade (Blackboard will be unavailable starting December 19 at 12:01 a.m.). Blackboard is expected to be returned to service by December 19 at 1:00 p.m.	December 19
Server & Network Upgrades (Students, faculty and staff should expect interruptions of campus networking and computing services)	December 24, 2018- January 1, 2019
Winter Holidays*	December 24, 2018- January 1, 2019
January 2019	
Provost's P&T recommendations due to President	January 4
Dean or designee sends graduate program review to external reviewer	January 7
Transfer Student Orientation	January 8
Transfer Student Orientation	January 12
Spring Priority Application Deadline for undergraduate transfer, former and non-degree seeking undergraduate/graduate students. Students who apply after this date must submit <u>all</u> required documentation with their paper application in the Office of Admissions and will be processed for Late Registration	January 14
New International Student Orientation	January 14-15
Spring Financial Aid Disbursement Begin	January 15
Office of Institutional Effectiveness provides Assessment Plan Review Report to Deans,	January 15
Student Orientation And Registration	January 16-17
End of Spring Open Registration and Fee Payment Deadline	January 18
Spring Late Registration/Add/Drop	January 19-29
Martin Luther King Holiday*	January 21
Spring Classes Begin (First class day for Regular Session and 1st 8-week Session)	January 22
Spring Final Application and Documents Deadline for undergraduate transfer students and former, non-degree seeking undergraduate/graduate students	January 22
Appeal of Promotion and Tenure Recommendations due to the appropriate filing office	January 25
Faculty Development and Support Fund Proposals Due to Associate Dean of HSH	January 28
Census Date (1st 8-week Session); Last Day to Drop or Withdraw without receiving a grade	January 29
Fee Payment Deadline for Spring Late Registration by 6 p.m.	January 30
February 2019	
CBM-002 THECB TSI Report Due	February 1
CBM-008 THECB Faculty Report	February 1
CBM-00S THECB Student Schedule Report Due	February 1
CBM-0E1 THECB Student End of Semester Report Due	February 1
Freshman Fall Priority Application Deadline	February 1

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Faculty Development & Support Fund Proposals Due to Dean of CSE	February 1
Summer 2019 Priority Application Deadline for International students. (If the program's application deadline is earlier, students should apply by the program's application deadline)	February 1
Official Census Date for Spring (Regular Session); Last Day to Drop or Withdraw without receiving a grade (Regular Session)	February 6
Deadline to submit new online master courses for Summer 2019 for Quality Assurance review	February 8
CBM003 Spring Supplemental Course Inventory due to Registrar	February 15
Faculty Development & Support Fund Proposals Due to Dean of CSE	February 15
Last Day to Apply for Spring Semester Graduation on time (30 days after 1st class day)	February 21
Last Day to Drop/Withdraw (1st 8-week Session)	February 26
March 2019	
Faculty Development and Support Fund Proposals Due to Department Chair of COE	March 1
Submission of Application for Dissertation Defense	March 1
Notification of Non-Reappointment of Faculty from Deans to faculty in first year of employment whose appointment will expire at the end of the academic year	March 1
Faculty Development Leave Due to Provost	March 1
Deadline to submit new online master courses for Fall 2019 for Quality Assurance Review	March 8
Summer/Fall Class Schedules Available Online (4 weeks prior to early registration)	March 11
Spring Holidays (Students)	March 11-16
Faculty Research Support Fund Proposals Due to Office of Sponsored Programs, via email by 5:00 p.m. Follow format at https://www.uhcl.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds	March 15
CBM-001 Student Report Due & CBM-004 THECB Class Report Due	March 15
Dissertation Defense	March 22
Last Class Day/Final Exam (1st 8-week Session)	March 23
Classes Begin (2nd 8-week Session)	March 25
Payment Deadline for Spring II Registration	March 27
Faculty Development and Support Fund Proposals Due to Associate Dean of HSH	March 28
Grades due by 5 p.m. (1st 8-week Session)	March 28
Deans send names of program review committees to OIE	March 29
April 2019	

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Summer 2019 Final Application Deadline for International Students from institutions outside the US. (If the program's application deadline is earlier, students should apply by the program's application deadline)	April 1
Census Date (2nd 8-week Session); Last Day to Drop or Withdraw without receiving a grade	April 1
Faculty Development and Support Fund Proposals Due to Associate Dean of HSH	April 1
Faculty Development and Support Fund Proposals Due to Dean of COB	April 3
Dean's Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty	April 3
Provost Sends Updates of faculty to complete third and sixth year reviews to deans along with the promotion and tenure calendar for the upcoming academic year	April 3
Initial Appointment for Format Check of Project/Thesis/Dissertation at Library	April 5
Summer (including May Mini-session) and Fall Early Registration and Advising	April 8-18
Deans' Written notification to appropriate faculty of dates for submission of P&T review file	April 11
Deans' Written notification to faculty who will undergo 3rd year review	April 11
Provost Request to Deans for list of reappointments and non-reappointments of Non-Tenure Track Faculty due May 1	April 11
Submission of Dissertation to the Dean's Office	April 15
Faculty Development & Support Fund Proposals Due to Dean of CSE	April 15
Last Day to Drop/Withdraw (Regular Session)	April 16
Submission of Theses/Projects to Dean	April 17
President's P&T Due to Chancellor	April 19
May Mini-Session Open Registration ends at 6 p.m.	April 19-May 20
Summer Open Registration and Advising ends by 6 p.m.	April 19-June 7
Fall Open Registration and Advising ends by 5 p.m.	April 19-August 23
Last Day to Drop/Withdraw (2nd 8-week Session)	April 29
CBM003 Annual course inventory due to Registrar	April 30
	May 2019
Deans notification to Provost of status of Non-Tenure Track Faculty	May 1
Summer application deadline for new graduate students	May 1
Notification of non-reappointment of faculty from Deans to faculty in years 3, 4, and 5 whose appointments will expire at the end of May 2019	May 1
Final Approval of Theses/Projects by Dean	May 1
Faculty Development and Support Fund Proposals Due to Dean of COB	May 2
Candidates for Promotion to rank of Professor request review by notifying Deans	May 2

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Initial Electronic Submission (Vireo) of Project/Thesis/Dissertation at Library	May 3
Deadline for new online course requests for Spring 2020 delivery to be submitted via OPALS. Only limited delegation requests for Spring 2020 delivery will be accepted after this date.	May 3
Deadline for Final Approval of Dissertation	May 3
100% Online Courses may schedule Final Exams	May 4-13
Last Class Day of Spring (Regular Session)	May 6
Final Exams Spring (Regular Session)	May 7-13
Official Letter of reappointment sent from President to Non-Tenure Track Faculty	May 9
Deadline for Final Electronic Submission (Vireo) of Project/Thesis/Dissertation to Library	May 17
Last Class Day/Final Exam (2nd 8-week Session)	May 18
Official Closing of Spring Semester and Degree Conferral Date	May 18
First Class Day May Mini-Session	May 20
May Mini-Session Fee Payment Deadline by noon	May 21
Census Date for May Mini Session	May 21
Grades Due by 5 p.m. (Regular and 2nd 8-week Session)	May 23
Faculty Development & Support Fund Proposals Due to Dean of HSH	May 27
Memorial Day Holiday*	May 27
Summer I And II Priority Application Deadline for undergraduate transfer, former and non-degree seeking undergraduate/graduate students. Students who apply after this date must submit all required documentation with their paper application in the Office of Admissions and will be processed for late registration	May 28
	June 2019
Fall Application Deadline for International Students from institutions inside of the US. (If the program's application deadline is earlier, students should apply by the program application deadline)	June 1
Last Day to Drop/Withdraw (May Mini-Session)	June 3
Summer Financial Aid Disbursements Begin	June 3
Faculty Development & Support Fund Proposals Due to Dean of COB	June 3
Promotion & Tenure Candidates Provide External Evaluations File to Academic Associate (Usually Associate Dean)	June 3
Last Class Day/Final Exam May Mini-Session	June 7
End of Summer Open Registration and Fee Payment Deadline	June 7
Summer Late Register/Add/Drop	June 8-12
Summer I Final Application and Documents Deadline for undergraduate transfer, former, and non-degree seeking undergraduate/graduate students.	June 10
Summer I Classes Begin, (8-week, 5-week Sessions)	June 10

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Grades Due by 5 p.m. (May Mini-Session)	June 13
Census Date for (5-week Session)	June 13
Fee Payment Deadline for Summer Late Registration by 6 p.m.	June 13
Academic Associate Dean Mails Letters and External Evaluations File to P&T candidates' outside reviewers	June 7
Submission of Application for Dissertation Defense	June 7
CBM-002 THECB TSI Report Due	June 14
CBM-008 THECB Faculty Report Due	June 14
CBM-00S THECB Student Schedule Report Due	June 14
CBM-0E1 THECB Student End of Semester Report Due	June 14
Official Census Date for Regular 8-week Summer Session; Last Day to Drop or Withdraw a Course without receiving a grade	June 17
Dissertation Defense	June 28
July 2019	
Last Day to Drop/Withdraw (5-week Session)	July 1
Faculty Development and Support Fund Proposals Due to Dean of COB	July 3
Last Day to Apply for Summer Graduation (45 days after first class day of May Mini Session)	July 4
School Annual Reports due to AVPAA	July 3
Independence Day Holiday	July 4
Initial Appointment for Format Check of Project/Thesis/Dissertation at Library	July 5
Last Class Day/Final Exam (5-week Session)	July 13
Summer II Final Application and Documents Deadline	July 15
Classes Begin Summer II (4-week Session)	July 15
Last Day to Drop/Withdraw (8-week Session)	July 15
CBM003 Summer Supplemental course inventory file due to Registrar	July 15
Summer II Late Registration	July 15-17
Submission of Dissertation to the Dean	July 16
Census Date (4-week Session)	July 17
Submission of Theses/Projects to Dean for approval	July 17
Grades Due by 5 p.m. (5-week Session)	July 18
Fee Payment Deadline for Summer II Late Registration - 6 PM	July 18
Final Approval of Dissertation by Dean	July 26
Final Approval of Theses/Projects by Dean	July 31
Initial Electronic Submission (Vireo) of Project/Thesis/Dissertation at Library	July 31

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	August 2019
Fall application deadline for new graduate students. Some programs may have special deadlines. See application deadlines on the Office of Admissions' or the program's web site	August 1
Freshman Fall Priority Application Deadline	August 1
Last Class Day/Final Exam (8-week Session)	August 3
Faculty Development and Support Fund Proposals Due to Dean of COB	August 5
Last Day to Drop/Withdraw (4-week Session)	August 5
Deadline for Final Electronic Submission (Viero) of Project/Thesis/Dissertation to Library	August 9
Last Class Day/Final Exam (4-week Session)	August 10
Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)	August 10
Fall Priority Application Deadline for undergraduate transfer, former and non-degree seeking undergraduate/graduate students. Students who apply after this date must submit all required documentation with their paper application in the Office of Admissions and will be processed for late registration	August 12
Grades due by 5 PM (4-wk, 8-wk)	August 15
CBM-001 Student Report Due and CBM-004 Class Report Due	August 15
Fall Financial Aid Disbursements Begin	August 19
Fall Final Application and Documents Deadline for Undergraduate transfer, former, and non-degree seeking undergraduate/graduate students	August 26
Classes Begin Fall First Class Day (Regular Session and 1st 8-week Session)	August 26
OIE submits graduate-level program reviews to THECB	August 30

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