

2017-2018
GRADUATE ASSISTANT APPOINTMENT CALENDAR
FALL SEMESTER 2017

April 30	Deadline for all 2016-2017 Graduate Assistant time reporting.
March 1	Job postings available for 2017-2018 Law graduate scholars on Inside Law.
July 1	Deadline for receipt of Fall 2017/Academic Year 2017-2018 Graduate Assistant Appointment forms
July 31	Time reporting deadline for July 2018.
July 1 - August 1	Graduate Assistant Appointment Processing/Confirmation notices emailed to students.
August 7	FINAL DEADLINE for receipt of graduate assistant forms to meet regular fee payment deadline.
August 8	Fall 2017 Registration ends; Fee payment deadline 5:00 pm. Student account balances must be zero to include payment of student fees.
August 14	Fall Classes begin for students
August 21	FINAL DEADLINE for new/status change graduate assistant hire packets to be received by the University's Human Resources Office.
August 21	First day of active employment for graduate assistants.
August 21	Late Registration Begins
August 25	Fall 2017 Late Registration Ends; Last Day to Drop/Add 5:00 pm. <i>Graduate assistants who drop below 9 (full-time) and 3 (part-time) credit hours must notify Law HR immediately as this will impact eligibility.</i> Balances must be zero.
August 29	Late registration Student Accounts payment due. Health insurance waivers due.
September 8	Time reporting deadline for August 2017.
September 29	1 st Fall Semester payroll distribution.
October 4	Time reporting deadline for September 2017.
October 31	2 nd Fall Semester payroll distribution.
November 3	Time reporting deadline for October 2017.
November 15	Deadline for receipt of Spring 2018 Graduate Assistant (Re)Appointment Forms
November 15 – December 14	Graduate Assistant Appointment Processing/Confirmation notices emailed to students.
November 30	3 rd Fall Semester payroll distribution.
December 5	Time reporting deadline for November 2017
December 12	FINAL DEADLINE for new/status change graduate assistant hire packets to be received by the University's Human Resources Office.
December 14	FINAL DEADLINE for receipt of graduate assistant forms for Spring 2018.
December 29	4 th Fall Semester payroll distribution (final for Fall 2017)
December 31	Last date of active employment for Fall Semester
December 31,	Time reporting deadline for December 2017

Dates may change without notice due to University deadlines and/or processing changes or updates.

Updated: 8/11/2017

SPRING SEMESTER 2018

January 5	University Fee Payment Deadline 5:00 PM. Balances must be zero.
January 8	Spring Classes Begin
January 8	First day of active employment for Spring Semester.
January 8	Late Registration Begins
January 16	Spring 2018 Late Registration Ends; Last Day to Drop/Add 5:00 pm. <i>Graduate assistants who drop below 9 (full-time) and 3 (part-Time) credit hours must notify Law HR immediately as this will impact eligibility.</i>
January 16	Late registration Student Accounts Payment Due. Balances must be zero.
January 31	1 st Spring Semester payroll distribution.
February 3	Time reporting deadline for January 2018.
February 28	2 nd Spring Semester payroll distribution.
March 1	Job postings available for 2018-2019 Law graduate scholars on Inside Law.
March 3	Time reporting deadline for February 2018.
March 30	3 rd Spring Semester payroll distribution.
April 1	Deadline for receipt of Summer 2018 Graduate Assistant (Re)Appointment Forms
April 2- May 2	Graduate Assistant Appointment Processing/Confirmation notices emailed to students.
April 4	Time reporting deadline for March 2018.
April 30	4 th Spring Semester payroll distribution.
April 30	Last date of active employment for Spring Semester.
April 30	Time reporting deadline for April 2018.
May 11	FINAL DEADLINE for receipt of graduate assistant forms for Summer 2018.

SUMMER SEMESTER 2018

March 1	Job postings available for 2018-2019 Law graduate scholars on Inside Law.
May 7	FINAL DEADLINE for new/status change graduate assistant hire packets to be received by the University's Human Resources Office.
May 21	First day of classes. First day of active employment for Summer Semester.
June 1	University Fee Payment Deadline 5:00 PM.
June 4	Time reporting deadline for May 2018.
June 11	Late registration Student Accounts Payment Due. Balances must be zero.
June 29	1 st Summer Semester payroll distribution.
July 1	Deadline for receipt of all Fall 2017/Academic Year 2018-2019 Graduate Assistant Appointment forms
July 5	Time reporting deadline for June 2018.
July 31	2 nd Summer Semester payroll distribution.
July 31	Last date of active employment for Summer Semester.
July 31	Time reporting deadline for July 2018.
August 3	FINAL DEADLINE for receipt of graduate assistant forms for Fall/Academic Year 2018-2019.

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Updated: 8/11/2017