

**2018-2019  
GRADUATE ASSISTANT APPOINTMENT CALENDAR  
FALL SEMESTER 2018**

<b>April 30</b>	Deadline for all 2017-2018 Graduate Assistant time reporting.
<b>March 9</b>	Job postings available for 2018-2019 Law graduate scholars on Inside Law.
<b>July 1</b>	Deadline for receipt of Fall 2018/Academic Year 2018-2019 Graduate Assistant Appointment forms
<b>July 31</b>	Time reporting deadline for July 2018.
<b>July 1 - August 1</b>	Graduate Assistant Appointment Processing/Confirmation notices emailed to students.
<b>August 7</b>	FINAL DEADLINE for receipt of graduate assistant forms to meet regular fee payment deadline.
<b>August 8</b>	Fall 2018 Registration ends; Fee payment deadline 5:00 pm. Student account balances must be zero to include payment of student fees.
<b>August 13</b>	Fall Classes begin for students
<b>August 21</b>	FINAL DEADLINE for new/status change graduate assistant hire packets to be received by the University's Human Resources Office.
<b>August 21</b>	First day of active employment for graduate assistants.
<b>August 20</b>	Late Registration Begins
<b>August 24</b>	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.
<b>August 27</b>	Late registration Student Accounts payment due. Health insurance waivers due.
<b>September 7</b>	Time reporting deadline for August 2018.
<b>September 28</b>	1 <sup>st</sup> Fall Semester payroll distribution.
<b>October 5</b>	Time reporting deadline for September 2018.
<b>October 31</b>	2 <sup>nd</sup> Fall Semester payroll distribution.
<b>November 2</b>	Time reporting deadline for October 2018.
<b>November 15</b>	Deadline for receipt of Spring 2019 Graduate Assistant (Re)Appointment Forms
<b>November 15 – December 14</b>	Graduate Assistant Appointment Processing/Confirmation notices emailed to students.
<b>November 30</b>	3 <sup>rd</sup> Fall Semester payroll distribution.
<b>December 7</b>	Time reporting deadline for November 2018
<b>December 10</b>	FINAL DEADLINE for new/status change graduate assistant hire packets to be received by the University's Human Resources Office.
<b>December 14</b>	FINAL DEADLINE for receipt of graduate assistant forms for Spring 2019.
<b>December 28</b>	4 <sup>th</sup> Fall Semester payroll distribution (final for Fall 2018)
<b>December 31</b>	Last date of active employment for Fall Semester
<b>December 31,</b>	Time reporting deadline for December 2018

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## SPRING SEMESTER 2019

<b>January 4</b>	University Fee Payment Deadline 5:00 PM. Balances must be zero.
<b>January 7</b>	Spring Classes Begin
<b>January 7</b>	First day of active employment for Spring Semester.
<b>January 7</b>	Late Registration Begins
<b>January 18</b>	Spring 2019 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>
<b>January 18</b>	Late registration Student Accounts Payment Due. Balances must be zero.
<b>January 31</b>	1 <sup>st</sup> Spring Semester payroll distribution.
<b>February 1</b>	Time reporting deadline for January 2019.
<b>February 28</b>	2 <sup>nd</sup> Spring Semester payroll distribution.
<b>March 8</b>	Job postings available for 2019-2020 Law graduate scholars on Inside Law.
<b>March 3</b>	Time reporting deadline for February 2019.
<b>March 30</b>	3 <sup>rd</sup> Spring Semester payroll distribution.
<b>April 1</b>	Deadline for receipt of Summer 2019 Graduate Assistant (Re)Appointment Forms
<b>April 2- May 2</b>	Graduate Assistant Appointment Processing/Confirmation notices emailed to students.
<b>April 5</b>	Time reporting deadline for March 2019.
<b>April 30</b>	4 <sup>th</sup> Spring Semester payroll distribution.
<b>April 30</b>	Last date of active employment for Spring Semester.
<b>April 30</b>	Time reporting deadline for April 2019.
<b>May 10</b>	FINAL DEADLINE for receipt of graduate assistant forms for Summer 2019.

## SUMMER SEMESTER 2019

<b>March 1</b>	Job postings available for 2019-2020 Law graduate scholars on Inside Law.
<b>May 6</b>	FINAL DEADLINE for new/status change graduate assistant hire packets to be received by the University's Human Resources Office.
<b>May 20</b>	First day of classes. First day of active employment for Summer Semester.
<b>May 31</b>	University Fee Payment Deadline 5:00 PM.
<b>June 7</b>	Time reporting deadline for May 2019.
<b>June 10</b>	Late registration Student Accounts Payment Due. Balances must be zero.
<b>June 28</b>	1 <sup>st</sup> Summer Semester payroll distribution.
<b>July 1</b>	Deadline for receipt of all Fall 2018/Academic Year 2019-2020 Graduate Assistant Appointment forms
<b>July 5</b>	Time reporting deadline for June 2019.
<b>July 31</b>	2 <sup>nd</sup> Summer Semester payroll distribution.
<b>July 31</b>	Last date of active employment for Summer Semester.
<b>July 31</b>	Time reporting deadline for July 2019.
<b>August 2</b>	FINAL DEADLINE for receipt of graduate assistant forms for Fall/Academic Year 2019-2020.

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

Updated: 04/04/2018

