

2018-2019
GRADUATE ASSISTANT APPOINTMENT CALENDAR
FALL SEMESTER 2018

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| April 30 | Deadline for all 2017-2018 Graduate Assistant time reporting. |
| March 9 | Job postings available for 2018-2019 Law graduate scholars on Inside Law. |
| July 1 | Deadline for receipt of Fall 2018/Academic Year 2018-2019 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 2018 Registration ends; Fee payment deadline 5:00 pm. Student account balances must be zero to include payment of student fees. |
| August 13 | 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 20 | Late Registration Begins |
| August 24 | 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 27 | Late registration Student Accounts payment due. Health insurance waivers due. |
| September 7 | Time reporting deadline for August 2018. |
| September 28 | 1 st Fall Semester payroll distribution. |
| October 5 | Time reporting deadline for September 2018. |
| October 31 | 2 nd Fall Semester payroll distribution. |
| November 2 | Time reporting deadline for October 2018. |
| November 15 | Deadline for receipt of Spring 2019 Graduate Assistant (Re)Appointment Forms |
| November 15 – December 14 | Graduate Assistant Appointment Processing/Confirmation notices begin to be emailed to students. |
| November 30 | 3 rd Fall Semester payroll distribution. |
| December 7 | Time reporting deadline for November 2018 |
| December 10 | 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 2019. |
| December 28 | 4 th Fall Semester payroll distribution (final for Fall 2018) |
| December 21 | Last date of active employment for Fall Semester - Staff |
| December 31 | Time reporting deadline for December 2018 |

SPRING SEMESTER 2019

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

SUMMER SEMESTER 2019

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

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

Updated: 10/02/2018