

2018-2019
GRADUATE ASSISTANT APPOINTMENT CALENDAR
FALL SEMESTER 2018

April 30	Deadline for all 2018-2019 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 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> 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 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
December 31	Time reporting deadline for December 2018

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

Updated: 03/04/2019

SPRING SEMESTER 2019

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.
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 4	Time reporting deadline for January 2019.
February 28	2 nd Spring Semester payroll distribution.
March 4	Time reporting deadline for February 2019.
March 8	Job postings available for 2019-2020 law graduate scholars on InsideLaw.
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

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.

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Updated: 03/04/2019