

2022-2023
GRADUATE ASSISTANT APPOINTMENT CALENDAR
FALL SEMESTER 2022

March 1	Job postings available for 2022-2023 Law graduate scholars on Symplicity
March 25	Deadline to apply for Fall 2022/Academic Year 2022-2023 Graduate Assistants Appointment on Symplicity
April 15	Deadline to submit Graduate Assistant Appointment forms for Academic Year 2022-2023
July 1 - August 1	Fall Graduate Assistant Appointment Processing/Confirmation notices emailed to students
August 1	FINAL DEADLINE for receipt of graduate assistant forms to meet regular fee payment deadline
August 1	Time reporting deadline for July 2022
August 15	Fall Classes begin for students and first day of active employment for graduate assistants
August 19	Last day to drop or add a class. <i>Graduate assistants who drop below 12 (full-time) and 3 (part-time) credit hours must notify Law HR immediately as this will impact eligibility</i>
September 5	Labor Day – University Closed
September 6	Time reporting deadline for August 2022
September 30	1 st Fall Semester payroll distribution
October 10	Time reporting deadline for September 2022
October 26-27	Registration Opens
October 31	2 nd Fall Semester payroll distribution.
November 7	Time reporting deadline for October 2022
November 14	Deadline for receipt of Spring 2023 Graduate Assistant (Re)Appointment Forms
November 14 – December 16	Spring Graduate Assistant Appointment Processing/Confirmation notices emailed to students
November 21-25	Thanksgiving Break – No Classes; University Closed 21-26
November 28	Last Day of Classes; extra Monday to make up for Labor Day
November 30	3 rd Fall Semester payroll distribution.
December 1-15	Fall Examinations
December 5	Time reporting deadline for November 2022
December 9	FINAL DEADLINE for receipt of graduate assistant forms for Spring 2021
December 19- January 1	Winter Break - University Closed
December 30	4 th Fall Semester payroll distribution (final for Fall) and last date of active employment for Fall Semester
December 30	Time reporting deadline for December 2022

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

Updated: 12/02/2021

SPRING SEMESTER 2023

January 3	University Opens
January 9	Spring Classes Begin
January 9	First day of active employment for Spring Semester
January 13	Last day to drop or add a class. <i>Graduate assistants who drop below 12 (full-time) and 3 (part-time) credit hours must notify Law HR immediately as this will impact eligibility</i>
January 16	Dr. Martin Luther King Jr. Day – University Closed
January 31	1 st Spring Semester payroll distribution
February 6	Time reporting deadline for January 2023
February 20	Job postings available for 2023-2024 Law graduate scholars on Symplicity
February 28	2 nd Spring Semester payroll distribution.
March 6	Time reporting deadline for February 2023
March 13-19	Spring Break – No Classes
March 29-30	Registration Opens
March 31	3 rd Spring Semester payroll distribution
April 3	Deadline for receipt of Summer 2023 Graduate Assistant (Re)Appointment Forms
April 15	Deadline to submit Graduate Assistant Appointment forms for Academic Year 2022-2023
April 3- May 5	Graduate Assistant Appointment Processing/Confirmation notices emailed to students
April 3	Time reporting deadline for March 2023
April 25	Last day of classes (makeup for MLK Day)
April 27 – May 11	Examinations
April 28	4 th Spring Semester payroll distribution, Last date of active employment for Spring Semester
May 1	Time reporting deadline for April 2023
May 1	FINAL DEADLINE for receipt of graduate assistant forms for Summer 2023

SUMMER SEMESTER 2023

May 29	Memorial Day – University Closed
May 30	First day of classes. First day of active employment for Summer Semester.
June 5	Last day to drop or add a class. <i>Graduate assistants who drop below 6 (full-time) and 3 (part-time) credit hours must notify Law HR immediately as this will impact eligibility</i>
June 5	Time reporting deadline for May 2023.
June 30	1 st Summer Semester payroll distribution.
July 4	Independence Day Observed – University Closed
July 3	Time reporting deadline for June 2023
July 24	Last day of classes/make up classes
July 31	2 nd Summer Semester payroll distribution, Last date of active employment for Summer
August 7	Time reporting deadline for July 2023
August 7	FINAL DEADLINE for receipt of graduate assistant forms for Fall/Academic Year 2023-2024

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Updated: 12/02/2021