

		Quarter of Instruction	Summer 2015	Fall 2015	Winter 2016	Spring 2016				
Item	Action	Unit/Contact	Staff reminder	Instructor Deadline	Staff reminder	Instructor Deadline	Staff reminder	Instructor Deadline		
1	Distribute 2016-2017 course list in PDF	AcOpP	Mar. 2, 2015							
2	Offer Letter, IWC form, Course sessions, Instructor Coordination schedule, AACSB/future employment survey, and CV request	AcOpP	Mar. 12, 2015	Mar. 16, 2015	Apr. 13, 2015	Apr. 16, 2015	Jul. 27, 2015	Jul. 30, 2015	Oct. 19, 2015	Oct. 22, 2015
3	Syllabus (Including learning goals)	AcOpP	Mar. 12, 2015	Mar. 16, 2015	Apr. 13, 2015	Apr. 16, 2015	Jul. 27, 2015	Sep. 17, 2015	Oct. 19, 2015	Nov. 19, 2015
4	Instructors to place textbook, textpak and software orders	PIRO	Mar. 16, 2015	Apr. 2, 2015	May. 4, 2015	Jun. 4, 2015	Aug. 24, 2015	Sep. 17, 2015	Nov. 2, 2015	Nov. 19, 2015
5	Course list posted to RaPs and Banner (GSM and AcOpP Goal)	AcOpP	Nov. 10, 2015		Jan. 20, 2015		Mar. 13, 2015		Jul. 13, 2015	
6	Course list posted to RaPs and Banner (Campus Deadline)	AcOpP	Dec. 7 2014		May. 4, 2015		Oct. 26, 2015		Nov. 16, 2015	
7	Distribute syllabi to faculty for review	AcOpP	Apr. 6, 2015	Apr. 16, 2015	Jun. 8, 2015	Jun. 18, 2015	Sept. 21, 2015	Oct. 1, 2015	Nov. 30, 2015	Dec. 10, 2016
8	Instructors to submit employment paperwork	Business Office	Mar. 30, 2015	Apr. 16, 2015	Jun. 22, 2015	Jul. 9, 2015	Sept. 21, 2015	Oct. 22, 2015	Nov. 30, 2015	Jan. 21, 2016
9	Faculty/staff feedback to instructors regarding syllabus edits	AcOpP/PIRO	Apr. 16, 2015		Jul. 6, 2015		Oct. 22, 2015		Jan. 7, 2016	
10	Instructor revisions to syllabus if required	AcOpP	Apr. 20, 2015		Jul. 13, 2015		Oct. 29, 2015		Jan. 14, 2016	
11	Syllabi posted to RaPs (once approved by faculty)	PIRO	Apr. 27, 2015		Jul. 20, 2015		Nov. 5, 2015		Jan. 21, 2016	
12	Instructors to review faculty guides, submit biography, and submit special requests if needed	PIRO	May. 4, 2015	May. 7, 2015	Jul. 27, 2015	Aug. 6, 2015	Nov. 2, 2015	Nov. 6, 2015	Jan. 25, 2016	Jan. 28, 2016
13	Instructors to review academic, course registration and grading policies and procedures	AcOpP	May. 11, 2015	May. 14, 2015	Aug. 3, 2015	Aug. 7, 2015	Nov. 9, 2015	Nov. 13, 2015	Feb. 1, 2016	Feb. 4, 2016
14	Instructors to create UCD email account	Business Office	May. 18, 2015	May. 28, 2015	Aug. 10, 2015	Aug. 20, 2015	Nov. 16, 2015	Nov. 19, 2015	Feb. 8, 2016	Feb. 11, 2016
15	SmartSites set up; student notification if SmartSite can't be set up	PIRO	May. 21, 2015		Aug. 24, 2015		Nov. 23, 2015		Feb. 15, 2016	
16	Instructors to visit course SmartSite and log into MyUCDavis	PIRO	Jun. 1, 2015	Jun. 4, 2015	Aug. 31, 2015	Sept. 10, 2015	Nov. 30, 2015	Dec. 3, 2015	Feb. 22, 2016	Feb. 25, 2016
17	Confirm TA eligibility	AcOpP	N/A		Aug. 26, 2015		Nov. 20, 2015		Feb. 25, 2016	
18	Staff meeting to review instructor arrangements for the quarter	AcOpP, Business Office, PIRO	Jun. 1, 2015		Aug. 31, 2015		Dec. 7, 2015		Feb. 29, 2016	
19	Instructors to confirm summary of course arrangements	AcOpP	Jun. 1, 2015	Jun. 4, 2015	Aug. 31, 2015	Sept. 10, 2015	Dec. 7, 2015	Dec. 11, 2015	Feb. 29, 2016	Mar. 3, 2016
20	Registration Opens	Registrar	May. 12, 2015		Aug. 1		Nov. 2, 2015		Feb. 9, 2016	
21	TA employment paperwork to Business Office	AcOpP	N/A		Sept. 14, 2015		Nov. 30, 2015		Mar. 7, 2016	
22	TA Orientation	AcOpP	N/A		Sept. 22, 2015		Dec. 3, 2015		Mar. 10, 2016	
23	Enrollment review	AcOpP, Associate Dean, Registrar	May. 28, 2015		Aug. 26, 2015		Dec. 17, 2015		Mar. 14, 2016	
24	Instruction begins: Day, Sac, MPAC, UG		Jun. 15, 2015		Sept. 24, 2015		Jan. 4, 2016		Mar. 28, 2016	
25	Summer Session I (instruction begins)		Jun. 22							
26	Summer Session II (Instruction beings)		Aug. 31, 2015							
27	Instruction begins: Bay		Jun. 19, 2015		Sept. 25, 2015		Jan. 8, 2016		Mar. 25, 2015	
28	Drop Date		Jun. 29		Oct. 5, 2015		Jan. 18, 2015		Apr. 4, 2016	
29	Holidays		Jul. 4, 2015, Sept. 7		Nov. 11, 26-27, 2015		Jan. 18, Feb. 15, 2016		Mar. 25, and May 30, 2016	
30	AoL templates to instructors	PIRO								
31	DESII edits	AcOpP	Aug. 20, 2015		Nov. 2, 2015		Feb. 8, 2016		May. 28, 2016	
32	Instruction ends: Day, Sac, MPAC, UG		Aug. 20, 2015		Dec. 3, 2015		Mar. 14, 2016		Jun. 2, 2016	
33	Summer Session I (instruction ends)		Jul. 31							
34	Summer Session II (Instruction ends)		Sept. 11							
35	Instruction ends: Bay		Aug. 29, 2015		Dec. 5, 2015		Mar. 12, 2016		May. 28, 2016	
36	Finals: Day, Sac, MPAC, UG		Aug. 24-27, 2015		Dec. 7-11, 2015		Mar. 15-19, Mar. 21 for Sac only, 2016		Jun. 6-9, 2016	
37	Finals: Bay		Sept. 4-5, 2015		Dec. 11-12, 2015		Mar. 18-19		Jun. 3-4, 2016	
38	Course evaluation notices launched to students: Day, Sac, MPAC, UG	PIRO	Aug. 20, 2015		Dec. 3, 2015		Mar. 14, 2016		Jun. 2, 2016	
39	Course evaluation notices launched to students: Bay	PIRO	Aug. 29, 2015		Dec. 5, 2015		Mar. 12, 2016		May. 28, 2016	
40	Final grades and AoL due In Sacramento and Davis		3 days after final or last day of instruction if no final is given (Sept. 2 for all)		3 days after final or last day of instruction if no final is given (Dec. 14 for all)		3 days after final or last day of instruction if no final is given (Mar. 24 for all)		3 days after final or last day of instruction if no final is given (Jun. 12 for all)	
41	Final grades and AoL due In Bay	PIRO	3 days after final or last day of instruction if no final is given (Sept. 8 for all)		3 days after final or last day of instruction if no final is given (Dec. 15 for all)		3 days after final or last day of instruction if no final is given (Mar. 22 for all)		3 days after final or last day of instruction if no final is given (Jun. 7 for all)	
42	Send summary of course evaluations to Associate Dean	PIRO	Sept. 15, 2015		Dec. 15, 2015		Mar. 24, 2016		Jun. 16, 2016	
43	Post Quarter Huddle	AcOpP, Associate Dean, PIRO, Registrar, Student Affairs	Sept. 24, 2015		Dec. 18, 2015		Mar. 31, 2016		Jun. 23, 2016	