

Rice University
Office of the Registrar • 116 Allen Center
Academic Department Planning Calendar

This calendar is for planning purposes. Throughout the year there are regular data-gathering projects that take place between academic departments and the Office of the Registrar (OTR). Most of these are seasonal, with some tied to specific weeks within the semester. Because of this, the majority of the deadlines are firm and unmovable. This calendar was created to assist academic departments in their planning and anticipation of these regular and routine tasks.

FALL SEMESTER

AUGUST

The month of **August** includes Orientation Week (O-Week) and the start of the Fall semester.

OTR highlights include (August):

- Post the Fall classroom assignments in the online Course Schedule at: <http://courses.rice.edu>.
- Registration for all new students entering in the Fall semester.
- *Peak Season*: official transcripts and enrollment verifications processing.
- *Peak Season*: Fall online Course Schedule and classroom assignments updates.
- Summer course and instructor evaluation period opened to students online via ESTHER for relevant Summer Session(s).
- General Announcements updated and posted online for the new academic year.
- Preparation of Degree Works Curriculum review.

We need academic department assistance with the following (August):

- **Please assist in the submission of any outstanding (and late!) final Summer grades.**
- **Spring Outstanding Grades:** Previous **Spring** Outstanding Temporary INC Grades: Assist in the follow-up and submission* of outstanding INC grades from the previous Spring. After the Week 1 submission deadline, outstanding INC grades are converted to failing grades.
- **Summer Outstanding Grades:** Previous **Summer** Outstanding Temporary OT and INC Grades: Assist in the follow-up and submission* of outstanding OT grades from the previous Summer. After the Week 1 submission deadline, any outstanding OT or INC grade will be converted to a failing grade.
- **Online Fall Course Schedule:** please visit <http://courses.rice.edu> to identify and notify the OTR of any missing course instructors and meeting times.
- **Fall Online Roster Access:** Identify and notify the OTR of academic department or program coordinators and administrative staff who require access to online course/grade rosters for the upcoming Fall. **Please be sure to include the following with your request:** Staff member name, title, and employee number as well as subject, number and name of each course.

***PLEASE NOTE (Grade Changes):**

- a) The updating and replacing of a temporary (OT or INC) grade is handled as a Grade Change. After the deadline for submission, outstanding OT and INC grades are converted to failing grades.
- b) In order to ensure appropriate internal controls, instructors or their designate must come in to the OTR to complete the paper Grade Change Form, available by request at the Front Desk.
- c) As noted in the Faculty Grading Guidelines, documented in the GA, "Instructors may not change a semester grade after the grade has been submitted to the Office of the Registrar, except when there is a clerical error in calculating the grade." More info at: http://ga.rice.edu/FI_gradingguideline/.

SEPTEMBER

The month of **September** includes the important Fall semester Week 2 “Add Deadline”.

OTR highlights include (September):

- **Fall Semester WEEK TWO (2) Deadlines (for students in full term courses):**
 - “Add” Course Deadline
 - Adjust Variable credit
 - Course Audit and Pass/Fail Conversion (Spring & Summer)
 - Tuition Refunds & Withdrawals

{See the year-specific [Academic Calendar](#) for more detailed information on the above.}

- Fall semester final examination schedule posted on the OTR website.
- Fall semester final examination classroom assignments for (scheduled) final exams processed.
- Notify potential December degree candidates of university graduation deficiencies.
- Degree Works Curriculum review and signoff begins.

We need academic department assistance with the following (September):

- **December Degree Candidates:** Approval of Major/Minor Forms: Pick up (in the OTR) the Approval of Major/Minor Forms for December UG degree candidates and forward to department major or minor advisors. **Please be advised that we are not permitted to release Major/Minor certifications to student workers.**
- **Course Catalog & Schedule Updates** (for Spring semester): Round 1 of 2 review returned to OTR with changes and/or comments.
- **Degree Works Curriculum Review:** Official Certifiers and Department Chairs need to review and return their Degree Works Curriculum audits for the upcoming academic year with changes and/or comments.

OCTOBER

The month of **October** signals mid-term grades and the Fall Semester Week 7 “Drop” deadline.

OTR highlights include (October):

- **Fall Semester Week 7 Deadline (for students in full term courses):** “Drop” Deadline.
{See the year-specific [Academic Calendar](#) for more detailed information on the above.}
 - **Week 10 Deadlines (for students in full term courses):**
 - Pass/Fail Grade option (Fall courses)
 - Application for Graduation (December Degree Candidates)
- {See the year-specific [Academic Calendar](#) for more detailed information on the above.}*
- Process Spring classroom assignments.
 - Post classroom assignments online for Fall scheduled final exams.
 - Update the online Spring Course Schedule located at: <http://courses.rice.edu/>.
 - Process Applications for Degree.
 - Census Capture (on Monday of Week 8) of Fall semester student system data for the Rice Data Warehouse (used for data analysis, Common Data Set, IPEDs, etc.).

OCTOBER

We need academic department assistance with the following (October):

- **Deadline for instructors to submit textbook orders to Bookstore.** (Federal Law requires that textbook (ISBN) information be available to students at the time of course registration.) *{See the year-specific [Academic Calendar](#) for more detailed information.}*
- **Fall Course Evaluations:** Before the opening of the Course & Instructor Evaluation period, assist in identifying any missing instructor names (or TBNs) in the current Fall semester Course Schedule.
- **Fall Mid-Term Grade Rosters:** Pick up mid-term grade rosters in the OTR for all first-time students entering in Fall, and distribute to appropriate department course instructors. **Please be advised that we are not permitted to release grade rosters to a department's student workers.**
- **Fall Mid-Term Grade Entry:** Assist department course instructors with entering mid-term grades online via ESTHER for all first-time students that entered in current Fall semester. Deadline is in mid-October. *{See the year-specific [Academic Calendar](#) for more detailed information.}*
- **Course Catalog & Schedule Updates** (for Spring semester): Round 2 of 2 review and return to the OTR with changes and/or comments. *(Note: Course prerequisites, opt in/out to ESTHER waitlist function, classroom preferences and final exam information are gathered as part of this review.)*

NOVEMBER

The month of **November** includes the week-long Spring registration period for continuing students, registering for the upcoming Spring semester.

OTR highlights include (November):

- Registration for the upcoming Spring semester.
{See the year-specific [Academic Calendar](#) for more detailed information on the above.}
- Open the Fall course and instructor evaluation period to students online via ESTHER.
- Continue interaction with December degree candidates regarding university graduation deficiencies.
- Begin building Summer Schedule of Courses.

We need academic department assistance with the following (November):

- **Spring Online Grade Roster Access:** Identify and notify the OTR of academic department or program coordinators and administrative staff who require access to online course/grade rosters for the upcoming Spring. **Please be sure to include the following with your request:** Staff member name, title, and employee number as well as subject, number and name of each course.
- **Course Catalog & Schedule Updates** (for Summer Sessions): Round 1 of 2 review and return to the OTR with final changes and/or comments.

DECEMBER

The month of **December** signals the end of the Fall semester, final examinations, student submission of course and instructor evaluation data, and online grade entry by instructors.

OTR highlights include (December):

- **Last Week of the Semester/Week 15 Deadlines (for students in full term courses):**
 - New Fall UG matriculants Drop Course deadline (must drop by 5:00pm in OTR)
 - Thesis submission to the Office of Graduate and Postdoctoral Studies by 12:00 noon for December Degree Candidates. {See the year-specific [Academic Calendar](#) for more detailed information on the above.}
- Close the Fall course and instructor evaluation period to students online via ESTHER
- Post Spring classroom assignments in the online Course Schedule located at: <http://courses.rice.edu>.

We need academic department assistance with the following (December):

- **Fall Final Grade Rosters** (with Grade Entry PINs): Pick up final grade rosters in the OTR for all students and distribute to department course instructors. **Please be advised that we are not permitted to release grade rosters to a department's student workers.**
- **Fall Final Grade Entry:** Assist department course instructors with entering grades online via ESTHER for all students. **The deadline for Fall final grades is near the end of December.** {See the year-specific [Academic Calendar](#) for more detailed information.}
- **December Degree Candidates Payroll:** Degree candidates working in departments, labs, etc. must turn in last timesheet to Payroll before date of degree conferral.
- **Course Catalog & Schedule Updates** (for Summer Sessions): Round 2 of 2 review and return to the OTR with final changes and/or comments.