Graduate College Dates to Remember: Academic Year 2023-24

MONTH	THINGS TO REMEMBER	DATES
July	• Begin submitting Peoplesoft Appointments for AV or Fall GAs	• 7/17/23
August	• Graduate College GA/DA Training • Graduate College GA/DA Training	• 8//22/23 • 8/23/23
September	• No submission of AV or Fall GA appointments after Census w/o Graduate College approval • TA Lump Sum Fall disbursement occurs with first paycheck after Census	• 9/7/23 - CENSUS • 9/26/23- Paycheck Date
October	• GC administrative assistant meeting	• 10/12/23
November	• *PeopleSoft open for Spring appointments	• 11/1/23
December	• **Spring PeopleSoft/Banner Tuition Graduate Appointment forms due to G.C. for review**	• 12/24/23
January	• ***Changes to any appointment types - Submit through Management Self Service*** • No submission of Spring GA appointments after Census w/o Graduate College approval • TA Lump Sum Spring disbursement occurs with first pay check <u>after</u> Census	• 1/3/24 • 1/16/24 - CENSUS • 1/16/24 - Paycheck
February	• TA/RA/RD 2024-25 Letter templates and rates sheets available in GC Sharepoint	• 2/8/2024
March	• *PeopleSoft open for Summer 1 appointments. • **All GA offers made for SUM 1/11 2024; Academic Year 2023-24 in compliance with TAU** • Forward signed Summer I offer letters to G.C.	• *TBD l5[1] week of March • 3/31/24 • 4/15/24
April	• Suml PeopleSoft/Banner Tuition Graduate Appointment forms due to G.C. for review • Forward all signed TA/RA/RD offer letters for the next academic year (2022-23) to the Graduate College to begin posting tuition award estimates for Financial Aid • Forward Summer 2 signed offer letters to G.C. before appointing in PeopleSoft/Banner Tuition Workflow	• 4/2/24 tentative date • 4/27/24, ongoing for new appointees • Should be complete by mid-May
May	• Financial Aid Packaging by Financial Aid Office for the next academic year • No Submission of Summer 1 GA appointments after Census w/o Graduate College approval • *PeopleSoft open for Summer 2 appointments	• TBD • 5/13/24 census • 5/7 /24 tentative date
June	• **Sum2 PeopleSoft/Banner Tuition Graduate Appointment forms due to G.C. for review** • Board of Trustees approves academic year tuition (See GC Sharepoint for updated rate sheets) • Continue forwarding all signed AV or Fall offer letters for new appointees	• 6/1/24 tentative date • 6/23/24 • Ongoing
July	• No submission of Summer 2 GA appointments after Census w/o Graduate College approval • *PeopleSoft open for Fall only and Academic Year appointments • **Fall or AV PeopleSoft/ Graduate Appointment forms due to G.C. for review**	• 7/5/24 Census • TBD-1'[1] week in July • TBD- usually mid-August