

# INTO Staff Calendar

Spring Term 2017\*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 26	March 27	March 28	March 29	March 30	March 31	April 1
<b>Week 0</b>	-PW grades due 5 pm -PW orientation begins	-LC closed -AE orientation begins	-LC closed	-LC closed -GE orientation begins -OSU Int'l student orientation begins -PW New & Cont. reg	-LC Closed -AE late testing -All programs register	iBT TOEFL
April 2	April 3	April 4	April 5	April 6	April 7	April 8
<b>Week 1</b>	-OSU & PW classes begin -LC regular hours begin -Troubleshooting clinic	-AE & GE classes begin -AE late testing & registration -Troubleshooting clinic	-Troubleshooting clinic	-AE Late testing -Last GE/AE registration -GE & AE level changes due on server 2pm		
April 9	April 10	April 11	April 12	April 13	April 14	April 15
<b>Week 2</b>						
April 16	April 17	April 18	April 19	April 20	April 21	April 22
<b>Week 3</b> Extra tutoring in LC this week				Students can begin to register for the institutional TOEFL that is given 5/20.		
April 23	April 24	April 25	April 26	April 27	April 28	April 29
<b>Week 4</b> Extra tutoring in LC this week						iBT TOEFL
April 30	May 1	May 2	May 3	May 4	May 5	May 6
<b>Week 5</b>			-GE session 1 finals	-AE midterms -GE session 1 finals -Last day of GE/FE session 1 classes	-AE midterms -GE/FE grades & attendance due by 5pm	iBT TOEFL
May 7	May 8	May 9	May 10	May 11	May 12	May 13
<b>Week 6</b>	-AE midterms -GE new student testing & orientation -FE/GE non-passers & marginal-passers comments due by 9am	-AE midterms -GE new & continuing student registration	-AE midterms -GE/FE session 2 classes begin		-GE/FE level changes due on server 2pm -AE midterm grades due 5:00pm -GE add/drop	

\*Please note that this calendar is subject to change.

May 14	May 15	May 16	May 17	May 18	May 19	May 20
<b>Week 7</b>				<b>Professional Enrichment Day</b> No classes		Institutional (paper) TOEFL
May 21	May 22	May 23	May 24	May 25	May 26	May 27
<b>Week 8</b> Faculty Forum this week Extra tutoring in LC this week					-Program Managers: Summer textbook orders due to Lois	
May 28	May 29	May 30	May 31	June 1	June 2	June 3
<b>Week 9</b> Extra tutoring in LC this week	<b>Memorial Day Observed</b>  No classes					iBT TOEFL
June 4	June 5	June 6	June 7	June 8	June 9	June 10
<b>Week 10 (OSU Dead Week)</b>					-AE finals  -Attendance is due for all programs	
June 11	June 12	June 13	June 14	June 15	June 16	June 17
<b>Week 11 (OSU and PW Finals Week)</b>	-AE finals -GE session 2 finals	-GE session 2 finals -Last day of AE & GE/FE	-LC limited hours -GE/FE & AE grades, & end of term comments due 3pm	-LC limited hours -GE/FE & AE returning student registration	-LC limited hours	
June 18	June 19	June 20	June 21	June 22	June 23	June 24
<b>Week 0</b>	-PW grades due 5:00pm	-PW orientation begins	-AE & GE suspension appeals are due -AE orientation begins	AE & GE suspension appeals meeting -GE orientation begins	-All programs registration	iBT TOEFL

**Summer Term 2017 begins Monday, June 26. AE & GE classes begin on Tuesday, June 27.**