

Task	Timeline	Office Responsible
July		
National Student Clearing House	1st of each month	Registrar
FISAP Opens	1st week	Financial Aid
Last day to Withdraw - Summer	3 weeks before end of classes	Registrar
Grades Processing - Final	Monday following the end of the term	Registrar
Change semester to Fall in Power Campus	After Summer Final Grades are Completed	Registrar
August		
National Student Clearing House	1st of each month	Registrar
Prerequisite Check - Fall	Minimum 2 weeks before classes begin	Registrar
Check Summary Attendance	Monday of the 3rd week of the semester	Registrar
KICA Salary & Benefits Survey Opens	August 28th	HR
September		
National Student Clearing House	1st of each month	Registrar
IPEDS Fall Collection Opens	September 2nd	Registrar
KICA Enrollment Opens	September 15th	Registrar
20th Day Statistics	21st Business Day of the term	Registrar
Degree Audits	After 20th Day	Registrar
Purge/Scan outdated records	After 20th Day	Registrar
KHEER Fall Enrollment Opens	September 23rd	Registrar
Grades Processing - Mid-Term	Monday after 6th Week of the Term	Registrar
October		
National Student Clearing House	1st of each month	Registrar
Annual Security Report Published	October 1st	Finance
FISAP Closes	October 1st	Financial Aid
KICA Salary & Benefits Survey Closes	October 6th	HR
Check Summary Attendance - Mid-semester	Monday of the 2nd week of the course	Registrar
Notify Potential Graduates	Completion of Mid-Semester Summary Attendance	Registrar
Send Potential Graduates to VP & Deans/Directors	Completion of Mid-Semester Summary Attendance	Registrar
IPEDS Fall Collection Closes	October 14th	Registrar
Spring Schedule Due	October 15th	Registrar
KICA Enrollment Closes	October 31st	Registrar
KHEER Fall Enrollment Closes	October 31st	Registrar
November		
National Student Clearing House	1st of each month	Registrar
College Board Opens	November 1st	Registrar
Spring Schedule Live	November 1st	Registrar
Last day to Withdraw - Fall	3 weeks before end of classes	Registrar
Upload schedule to Moodle - Spring	November 31st	Registrar
December		
National Student Clearing House	1st of each month	Registrar
Open Doors Opens	December 1st	Registrar
IPEDS Spring Collection Opens	December 2nd	Registrar, Fin Aid, HR, Library
Prerequisite Check - Spring	Minimum 2 weeks before classes begin	Registrar
IPEDS Winter Collection Opens	December 13th	Registrar, Fin Aid, Admissions
Grades Processing - Final	Monday following the end of the term	Registrar
Change semester to Spring in Power Campus	After Fall Final Grades are Completed	Registrar
January		
National Student Clearing House	1st of each month	Registrar
STEM Reporting	January 6th	Registrar
Check Summary Attendance	Monday of the 3rd week of the semester	Registrar
SEVIS Update of International Students	After Summary Attendance is complete	Registrar
February		
National Student Clearing House	1st of each month	Registrar
College Board Closes	February 1st	Registrar
KICA Financial Benchmarks Survey	February 8th	Business Office
20th Day Statistics	21st Business Day of the term	Registrar
KHEER Spring Enrollment Opens	February 15th	Registrar
Fall/Summer Schedules Due	February 15th	Registrar
IPEDS Winter Collection Closes	February 15th	Registrar, Fin Aid, Finance, Admissions
Degree Audits	After 20th Day	Registrar
Potential Graduates Listing	After Degree Audits are complete	Registrar
Peterson's Annual Survey of Colleges	February 24th	Registrar

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Open Doors Closes	February 28th	Registrar
March		
National Student Clearing House	1st of each month	Registrar
Fall/Summer Schedule Live	March 1st	Registrar
Check Summary Attendance - Mid-semester	Monday of the 2nd week of the course	Registrar
Notify Potential Graduates	Completion of Mid-Semester Summary Attendance	Registrar
Send Potential Graduates to VP & Deans/Directors	Completion of Mid-Semester Summary Attendance	Registrar
Grades Processing - Mid-Term	Monday after 6th Week of the Term	Registrar
KICA Financial Benchmarks Survey	March 23rd	Finance
Upload schedule to Moodle - Summer	March 31st	Registrar
KHEER Spring Enrollment Closes	March 31st	Registrar
April		
National Student Clearing House	1st of each month	Registrar
IPEDS Spring Collection Closes	April 12th	Registrar
KICA Tuition & Financial Aid Survey	April 16th	Financial Aid
Last day to Withdraw - Spring	3 weeks before end of classes	Registrar
NCES Transcript Request	End of Month	Registrar
May		
National Student Clearing House	1st of each month	Registrar
Prerequisite Check - Summer	Minimum 2 weeks before classes begin	Registrar
Grades Processing - Final	Monday following the end of the term	Registrar
Change semester in Power Campus to Summer	After Spring Final Grades are Completed	Registrar
LSAC (Law School Admissions) Verification	May 19th	Registrar
KICA Tuition & Financial Aid Survey	May 25th	Financial Aid
June		
National Student Clearing House	1st of each month	Registrar
10th Day statistics	11th Business Day of the term	Registrar
Notify Potential Graduates	Completion of 10th Day	Registrar
Send Potential Graduates to VP & Deans/Directors	Completion of 10th Day	Registrar
Check Summary Attendance	Monday of the 2nd week of the semester	Registrar
Upload schedule to Moodle - Fall	June 1st	Registrar