


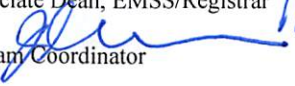
PLEASE POST

MEMORANDUM

DATE: August 9, 2021

TO: Deans, Directors, Bookstore and Faculty Senate President

VIA: Remy B. Cristobal, Associate Dean, EMSS/Registrar 

FROM: Janet San Nicolas, Program Coordinator 

SUBJECT: **ACADEMIC YEAR 2022-2023 DEADLINES**

Please note the following deadlines are established to ensure that the publications for the Semester Course Schedule, Undergraduate Catalog, Graduate Bulletin and book orders are complete and distributed in a timely manner.

• Deadlines to input courses into the colleague system are as follows:

• Deadline to submit changes/additions to the Registrar:

DESCRIPTION	DAY	DATE
2022-2023 UG Catalog and Graduate Bulletin	MONDAY	May 16, 2022

SEMESTER	DAY	DATE
Fanomnakan 2022 & Tanalo 2021	MONDAY	September 27, 2021
Finakpo 2022	MONDAY	January 31, 2022
Fanuchanan 2022	MONDAY	February 28, 2022

• Deadline to submit book orders to the bookstore are as follows:

SEMESTER	DAY	DATE
Fanomnakan 2022 & Tanalo 2021	TUESDAY	October 5, 2021
Finakpo 2022	MONDAY	February 7, 2022
Fanuchanan 2022	FRIDAY	March 4, 2022

All book orders requests must be completed on the "UOG Bookstore Order Request Form" and submitted via email as follows:

Dave Quintanilla - davidq@triton.uog.edu CLASS, GLE
 Tony Villanueva - villanuevat@triton.uog.edu PY, SO, MS and WG)
 SOE, SBPA, SENG, CNAS, SNHS and CLASS (GE, PS, PY, SO, MS and WG)

Please include Mr. Jonas Macapinlac jmac@triton.uog.edu on your e-mail.

Please inform your faculty that while they plan on what textbooks to utilize, especially if it is a new textbook or new edition, you may e-mail the bookstore to obtain a price quote on what would be the estimated retail price to the students for textbooks. This would assist them in deciding which publishers they wish to place their textbooks orders or select a different textbook. Visit www.uog.edu/admin/finlbookstore to retrieve the book order form. *All Global Learning and Engagement scheduling are flexible, limited only by book order realities. Should a deadline fall on a holiday or weekend, book orders are to be submitted the following business day.

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