



PLEASE POST

MEMORANDUM

DATE: April 29, 2013

TO: Deans, Directors, Bookstore and Faculty Senate President

VIA: Dr. Helen J. Whippy, Senior Vice President & Academic & Student Affairs *HJW*

FROM: Janet San Nicolas, PC III, Academic & Student Affairs *JSN*

SUBJECT: **ACADEMIC YEAR 2014-2015 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:

SEMESTER	DAY	DATE
SPRING 2014	MONDAY	September 16, 2013
INTERSESSION 2013	MONDAY	September 16, 2013
SUMMER 2014	FRIDAY	January 31, 2014
FALL 2014	MONDAY	February 17, 2014

- Deadline to submit changes/additions to the Undergraduate Catalog and Graduate Bulletin to the Senior Vice President of Academic Affairs are as follows:

DESCRIPTION	DAY	DATE
2014-2015 Catalog/Bulletin	MONDAY	May 05, 2014

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

SEMESTER	DAY	DATE
SPRING 2014	WEDNESDAY	September 18, 2013
INTERSESSION 2013	WEDNESDAY	September 18, 2013
SUMMER 2014	TUESDAY	February 04, 2014
FALL 2014	WEDNESDAY	February 19, 2014

All book orders requests must be completed on the "UOG Bookstore Order Request Form" and submitted via email to bookstore@guam.uog.edu. Please visit www.uog.edu/adminfin/bookstore to retrieve book order form.

- All Professional and Institutional Programs 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.

Should you have any questions or need additional information, please send an e-mail to janetsn@uguamlive.uog.edu.

Thank You.