



**UNIVERSITY  
OF GUAM**  
*Unibetsedåt*  
**GUAHAN**

**ENROLLMENT MANAGEMENT AND STUDENT SERVICES**  
*Admission and Records Office*

**Please Post**

**MEMORANDUM**

DATE: June 30, 2014

TO: College of Liberal Arts and Social Sciences; College of Natural and Applied Sciences, School of Education, School of Business and Public Administration, School of Nursing and Health Sciences, Graduate Studies; Enrollment Management and Student Services; Learning Resources, Computer Center, Professional and International Programs; Auxiliary Services.

VIA: Ms. Remy Cristobal, *ABCS* Interim Dean/Registrar

FROM: Janet San Nicolas, Program Coordinator *JSN*

SUBJECT: **DEADLINES 2015-2016**

Please be advised that the following deadlines have been established to ensure that the publication for the Semester Course Schedule, Undergraduate Catalog, Graduate Bulletin and book orders are completed and distributed in a timely manner.

Deadlines to input courses on the colleague system are as follows:

SEMESTER	DAY	DATE
SPRING 2015	MONDAY	September 15, 2014
INTERSESSION 2014	MONDAY	September 15, 2014
SUMMER 2015	FRIDAY	January 30, 2015
FALL 2015	MONDAY	February 16, 2015

Deadline to submit changes/additions to the Registrar:

DESCRIPTION	DAY	DATE
2015-2016 Undergraduate Catalog/Graduate Bulletin	MONDAY	May 4, 2015

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

SEMESTER	DAY	DATE
SPRING 2015	WEDNESDAY	September 17, 2014
INTERSESSION 2014	WEDNESDAY	September 17, 2014
SUMMER 2015	TUESDAY	February 3, 2015
FALL 2015	WEDNESDAY	February 18, 2015

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

Dave Quintanilla [davidq@uguam.uog.edu](mailto:davidq@uguam.uog.edu) CLASS, PIP  
 Tony Villanueva [tonyav@uguam.uog.edu](mailto:tonyav@uguam.uog.edu) SOE, SBPA, CNAS, SNHS  
 Please include Ms. Ann Leon Guerrero [annsalg@uguam.uog.edu](mailto:annsalg@uguam.uog.edu) on your e-mail.

Visit [www.uog.edu/adminfin/bookstore](http://www.uog.edu/adminfin/bookstore) to retrieve the 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](mailto:janetsn@uguamlive.uog.edu) or call ext. 2970.