

Deadline	Description of Calendar Item	Admissions/Senate Actions Required?
August		
1	Admissions cycle begins for following academic year.	No action required from Senate
1	Applications open for next year's fall term. (Submissions close in November).	BOARS provides input if this date needs to be changed.
1	Preliminary graduate and undergraduate enrollment targets set for proceeding fall.	After consultation with faculty, Administration submits preliminary enrollment targets to Admissions.
1	Admissions selection process finalized for proceeding fall.	AFAS reviews outcomes of former cycle and provides directive for revisions to the selection of both first year and transfer applicants for the new academic year. AFAS decides if the revisions to the selection require UGC consideration and approval.
5	Senate Office records the finalized selection process.	Senate Office
1	Decision made whether to use waitlists for current admissions cycle.	AFAS and Campus Leadership provide input and recommendations
5-9	Verification and transfer credit reviews completed for prospective incoming first Year and transfer students.	Admissions Office
9	Provide an Update to AFAS on projected fall enrollment numbers prior to the start of the fall term	Admissions Office informs AFAS of approach
12 through 16	All Admission Staff Training is held to inform all admissions staff on fall recruitment targets, recruitment strategies, UC updates and campus updates	Admissions Office
21	Fall Semester Begins	N/A
August 25 and 26	Senate Faculty Retreat for New Committee Members, and ex-officio members	Senate Office
28	Fall Instruction Begins	N/A
31	Finalize High School Counselor Conference Presentation and Educators Newsletter that will include updates in Selection, Academic Update, Report of Application, Admission, SIR outcomes	Admissions Office tasks, no action required of BOARS or Academic Senate
September		
1 through 30	Fall Transfer Admissions Guarantee (TAG) Application submission period.	No action required from Senate. Notification of application period.
9	All Spring Applications data loaded into campus Student Information System (SIS) Banner and related local systems	No action required from Senate. Notification of data loaded into local systems period.
10	High School Counselor Conference - Ontario, CA	No action required from Senate. Major system-wide event and release of important updates for high counselors
12	High School Counselor Conference - Visalia, CA	No action required from Senate. Major system-wide event and release of important updates for high counselors
13	High School Counselor Conference - Santa Clara, CA	No action required from Senate. Major system-wide event and release of important updates for high counselors
15	Spring Transfer Academic Update deadline. Transfer students submit course updates, Summer grades and fall course updates, to their spring applications.	No action required from AFAS.
16	High School Counselor Conference - Sacramento, CA	No action required from Senate. Major system-wide event and release of important updates for high counselors
16	New and revised Undergraduate CRFs Submitted by Schools to Registrar for inclusion in Spring and Summer 2020 Course Schedules	Curriculum Managers and Senate Office
16	Deadline to submit proposals for new majors and minors to the Senate with an intended implementation date of the following Fall semester.	Department Chairs or delegates submit proposals to Senate Office. (When Proposal received by the Senate, Admissions and VC Enrollment Management are notified).
30	Spring admissions decisions released to applicants.	Admissions Office tasks
October		
1	Open portal for FAFSA priority filing.	No Action Required from Senate
1	Review Admission by Exception Policy with AFAS	Review Admission by Exception (AbyE) Policy
25	Finalize the Admissions Annual Report.	Admissions, IRDS, Marketing and Communications
30	Office of Admissions Annual Report distributed to Senate Faculty.	Admissions sends report to Associate Director Paul for Distribution to Faculty.
November		
1	Financial Aid Annual Report Distributed to Senate Faculty	Financial Aid Office Sends Report to Associate Director Paul for Distribution to Faculty
15	Fall TAG Decisions released to applicants.	Admissions works with UC team to release decisions
1 through 30	Fall 2020 UC Application Submission Period, applicants may now submit the applications they might have started August 1. Prospective students can submit their Fall Undergraduate Admissions applications between Nov. 1-31.	BOARS approves any changes to the application submission period
30	Decision made by IRDS and Admissions whether to extend admissions deadline, after consultation with Associate Vice Chancellor for Enrollment Management.	Admissions, IRDS, AVC for Enrollment Management
December		
2	Fall applications received by Admissions.	Informational AFAS
6	Training for First Year selection and read process.	
20	Application acknowledgement begins.	
30	Deadline for prospective First Year to take SAT/ACT.	Informational AFAS
January		
15	All on time Fall 2020 Applications data loaded into campus Student Information System (SIS) Banner and related local systems	No action required from Senate
15	Prepare Admission Data Release and Summary	Admissions works with IRDS and the Office of the President to release application numbers.
31	Fall Transfer Academic Update Deadline. Transfer students submit course updates, fall grades and spring or summer courses, to their fall applications.	No action required from AFAS.
31	Identify faculty speakers for admissions yield events	Admissions will reach out to faculty to participate as presenters for Admissions Yield events (March - April)
February		
1	The UC systemwide shared transfer application review, Centralized Evaluation Transfer Application Decision (CETAD), begins	No Senate Action Required.
1	Scholarship applications open for continuing students.	
5	First Year selection analysis begins.	
3	Draft Admit Packet Content due to Senate for Faculty Review	Admissions Office sends draft to fpaul@ucmerced.edu
3	Draft Admit Packet Content sent to the Schools for Faculty Review	Senate Office sends materials to UGC, AFAS, School Ecs, CC (via School EC and CC Support Staff)
15	First Year selection analysis is complete.	
15	Regents Scholars identified.	Admissions, Financial Aid and Scholarships Consult with AFAS and UGC
15	Fall Transfer application review begins.	
TBD	AFAS/Enrollment Management UCM Senate Faculty Luncheon (year 3)	Prepare presentation and send announcement
March		
1 through 15	Model First Year Selection	
1 through 15	One day in this period is when we will begin posting Transfer decisions to applicants for the Fall term, then decisions go out on a rolling basis	Admissions Office Obtains Approval from AVC for Enrollment Management
1 through 30	One day in this period is when we will begin posting first-year decisions to applicants for the Fall Term, then decisions go out on a rolling basis.	Admissions Office Obtains Approval from AVC for Enrollment Management
2	Priority deadline for submitting FAFSA and Cal Grant GPA	
2	Deadline for continuing student scholarship applications.	Financial Aid
Early March	Financial Aid Award Offer notifications for Fall begin	
15	Transfer Admits Begin for fall term	
18	Academic content of publications and communications due.	Department Chairs or Appointee Provide input to Communications and Marketing Enrollment Academic Content and Feedback
20	All on-time regular First year application decisions Complete	
20 through 30	Admissions brochures should be received by all Admitted Fall students.	
21	Fall First Year waitlist identified, if one is to be used	
28	2020 Admitted Students Reception - Sacramento	No action required from AFAS. Event Date
29	2020 Admitted Students Reception - Santa Clara	No action required from AFAS. Event Date
30	Notify First Year Non-Selects	
30	Notify First Year Denies	
April		
3	Financial Aid letters sent approximately two weeks after admission decisions posted	

3	Transfer Admission Offers Begin	
4	2020 Admitted Students Reception - San Diego	No action required from AFAS. Event Date
5	2020 Admitted Students Reception - Los Angeles	No action required from AFAS. Event Date
~5 through 10	List of First Year Referral Pool Invitees received from Office of the President and emailed invitation to participate in the Count Me In program (date may vary)	OP provides the list of referral pool applicants
~15	Deadline for invited FY Referral Pool students to respond with decision to participate in the to Count Me In program.	Set up the website
18	Bobcat Day	No action required from AFAS. Event Date
~18-20	FY Referral Pool Students Admitted	
25	Deadline for faculty feedback on publication content	Schools ECs and CC send feedback to F. Paul F. Paul relays feedback to Office of Admissions
25	If selective for transfer, complete the review and selection of on time transfer applicants	
30	Announce New Majors, Selection, and TAGs, on admissions.ucmerced.edu, At Ensuring Transfer Success for Community College Counselors and Spring Educators Newsletter	Schools Announce Proposed: New Majors, Changes to Academic Programs, GE, Admission Selection Requirement or other Academic Modifications. Admissions receives from Departments and compile.
30	Complete Transfer Selection	Complete the review and notification of on time transfer applicants for the fall next fall term
30	Last day to make first year offers	The last day we can make fall admission offers to applicants based on NACAC Guidelines. IMPORTANT, We should not make additional admission offers after this date. Therefore, we should have made any adjustment to admission offers prior to this date.
30	UCM Compare Favorably Report due to BOARS	The Compare Favorably report deadline has varied. BOARS staff provides the request and the data from which the report is prepared. Admissions Office requires these data to prepare their summary for the report. Admissions Office Prepares the Initial Draft/AFAS Chair reviews and prepares the final draft and send to BOARS
30	Complete notification of Fall 2020 admission decisions for ontime transfer applicants	Schools must provide Admissions Office the decisions of school reviews of applicants by 9:00 am
May		
1	Deadline for Admitted On Time First Year to Submit Statement of Intent to Register (SIR)	ex: send data to fpaul@ucmerced.edu to share with AFAS the PRELIMINARY DATA only within five business days
1	Decide whether to extend First Year SIR Deadline	IRDS and Admissions will evaluate the outcomes, and consult with the AVC for Enrollment Management. Determine whether to remain open to meet enrollment targets, must act on opening base on what was agreed in previous fall for selection.
1	Notification of Fall 2020 admission decisions for transfer applicants	Admission Unit must complete review and release admission decisions for all on time transfer applicants.
1	Transfer Referral Pool applications for Fall term received by UC-M Admissions	UCOP provides the list of Referral Pool Transfer Applicants
1 through 30	Spring Transfer Admissions Guarantee (TAG) application submission period (Follows previous fall selection requirements)	No action required from AFAS.
10	Transfer Count Me In - Referral Pool Invitations Opt In	Transfer applicants respond to invitation to elect to participate in the referral pool
14	Draft Fall Publication Content Due to Senate for Faculty Review	Admissions Office sends draft to fpaul@ucmerced.edu
15	Draft Fall Publication Content Sent to the Schools for Faculty Review	Senate Office sends materials to UGC, AFAS, School Ecs, CC (via School EC and CC Support Staff)
21	Transfer Count Me In - records reviewed and decisions released.	Admission team reviews and identifies qualified transfer applicants for the referral pool
25	Deadline for Faculty Feedback on Publication Content	Schools ECs and CC send feedback to F. Paul . F. Paul relays feedback to Office of Admissions
25	Publication feedback sent to Office of Admissions	F. Paul relays feedback to Office of Admissions
29	Academic content of publications and communications due.	Department Chairs or Appointee Provide input to Communications and Marketing Enrollment Academic Content and Feedback
31	Determine selection including specific requirements if any by majors for First Year. Departments research and prepare a proposal 30 days in advance for desired changes in selection with data and assessment of impact and benefit	AFAS reviews recommended selection by departments with Admissions Office and provides any recommended changes to UGC within 30 days of request from schools. UGC Reviews and Approves or requests additional information for future consideration
31	Determine selection including specific requirements if any by Majors for Transfers. Departments research and prepare a proposal 2 year + 30 days in advance for desired changes in selection with data and assessment of impact and benefit	AFAS reviews recommended selection by departments with Admission Office and provides any recommended changes to UGC within 30 days of request from schools. UGC Reviews and Approves or requests additional information for future consideration
31	Determine updates to selection criteria for following Academic Year Admissions Cycle.	Dean, Provost, AVC for Enrollment Management, IRDS and Campus Budget office will assess and determine if selection will be enrollment numbers, course preparation, GPA or combination of criteria. Send selection criteria to office of admissions (Note, it is imperative that a adequate time be allowed for the appropriate amount of assessment prior to this date).
31	Last Day to make offers to prospective transfer students.	The last day we can make fall admission offers to applicants based on NACAC Guidelines. IMPORTANT, We should not make additional admission offers after this date. Therefore, we should have made any adjustment to admission offers prior to this date.
June		
1	Deadline for Transfer Students Admitted on Time to submit Statement of Intent to Register (SIR).	No Action Required from Senate
1	Decide whether Transfer SIR Deadline is extended.	Provost or Vice Chancellor of Student Affairs decides and informs admissions
1	Submit new majors or changes in academic offerings for inclusion in the new and upcoming admissions cycle.	The Departments inform Admissions of the new programs or changes so that they can be included in the new application
1	Financial Aid Students Submit their Documents (e.g. tax forms) to the Financial Aid Office	No Action Required from Senate
30	Admissions, in collaboration with IRDS, prepares an annual report of Selection Outcomes for AFAS.	Admission Presents/Delivers the report to AFAS
30	Fall TAG Decisions released to applicants.	Admissions works with UC team to release decisions
30	Extended Transfer SIR deadline for incoming Fall 2020.	No Action Required from Senate
July		
1	For Fall 2020: Final, Official Transcripts Sent to Admissions Office (Transcripts must be postmarked or electronically submitted on or before July 1).	No Action Required from Senate
1 through 31	Filing period for Spring applications ends.	no Action Required from Senate
15	Official AP, IB exam results sent to Admissions Office (Test scores must be postmarked or electronically submitted on or before July 15).	No Action Required from Senate
25	Faculty provide input of the selection process for First Year and transfer as well as use of waitlist.	AFAS, UGC