

PROJECT EXCEL – IMPORTANT DATES TO REMEMBER

August 1	Registration packets will be mailed for the Fall, 1 st & 2 nd Trimesters and Year-Long classes.
August 15	New students will receive an email from Vincennes University containing their ID, MyVU username and password upon completion of OEF. <u>They need to keep this informaton to register and complete course evaluations.</u> Reminder will be emailed regarding the September 1 registration deadline.
August 31	Instructors: Check to be sure you have your MyVU username and password and are able to log in. You will need this to check your class rosters and enter grades.
September 1	Registration deadline! All Fall, 1 st & 2 nd Trimester and Year-Long registration forms and payments (if required) are due in the Project EXCEL office.
October 15	Reminder will be emailed that Spring and 3 rd Trimester Course Information Forms are due on November 1.
October 22	Class rosters will be emailed to all participating instructors to verify and sign that they are correct. Note any discrepancies on the report. The signed class rosters are due back to the Project EXCEL office by November 8th .
November 1	Spring and 3rd Trimester Course Information Forms are due in the Project EXCEL Office! Last day for students to drop Fall courses! Reminder will be emailed regarding spring syllabi deadline.
November 8	Signed class rosters are due in the Project EXCEL Office!
November 15	Reminder will be emailed regarding fall student surveys. Students must have their MyVU login information to participate in these surveys.
December 1	Spring syllabi deadline! Spring and 3 rd Trimester course syllabi are due in the Project EXCEL office and to your faculty liaisons. All syllabi must be submitted electronically. Registration packets will be mailed for the Spring and 3 rd Trimester classes. Instructions will be emailed regarding student end of course surveys.
December 10	Instructions will be emailed regarding Fall and 1 st Trimester grading windows.

January 15	New students will receive an email from Vincennes University containing their ID, MyVU username and password upon completion of OEF. They need to keep this informaton to register and complete course evaluations.
January 31	Instructors: Check to be sure you have your MyVU username and password and are able to log in. You will need this to check your class rosters and enter grades.
February 1	Registration deadline! All Spring and 3 rd Trimester registration forms and payments (if required) are due in the Project EXCEL office. Last day for students to drop Year-Long courses!
March 22	Class rosters will be emailed to all participating instructors to verify and sign that they are correct. Note any discrepancies on the report. The signed class rosters are due back to the Project EXCEL office by April 8th .
April 1	Last day for students to drop Spring courses!
April 8	Signed class rosters are due in the Project EXCEL Office!
April 15	Reminder will be emailed regarding the fall syllabi deadline.
April 30	Instruct students how to request their VU transcripts; course credits DO NOT automatically transfer to other institutions.
May 1	Fall syllabi deadline! Fall, 1 st & 2 nd Trimester and Year-Long course syllabi are due in the Project EXCEL office and to your faculty liaisons. All syllabi must be submitted electronically. Reminder will be emailed regarding spring and year-long student surveys. Students must have their MyVU login information to participate in these surveys.
May 6	Reminder will be emailed that Fall, 1 st & 2 nd Trimester and Year-Long Course Information Forms are due on May 31. Instructions will be emailed regarding end of course surveys.
May 10	Instructions will be emailed regarding Spring, 2 nd & 3 rd Trimester and Year-Long grading windows.
May 31	Fall, 1st & 2nd Trimester and Year-Long Course Information Forms are due in the Project EXCEL Office!