

Draft – For Discussion Purposes and Update Only

Note: Items in red print require information and/or verification by appropriate office.

**INSTITUTE FOR THE PSYCHOLOGICAL SCIENCES
INSTITUTE COMPREHENSIVE MASTER CALENDAR**

FALL SEMESTER 2004

Friday, August 20	Board of Directors' Quarterly Meeting
???	Fee Payment Deadline
Monday, August 23	Orientation Fall semester 2004 (Suite 102, Classroom 1–6:30pm-8:30pm)
Monday, August 23 – Tuesday, August 24	Book Purchases in Business Office (9:00am - 5:30pm)
Monday, August 23 – Tuesday, August 24	Student ID Pictures in Business Office (9:00am - 5:30pm)
Wednesday, August 25	First Day of Classes - Fall semester 2004
Wednesday, August 25	Mass of the Holy Spirit (Chapel, Suite 102 – 1:00pm)
Wednesday, August 25	“Cheese & Chat” (Student Life Office, Suite 511–5pm-6pm)
Wednesday, August 25	Library Orientation Class (1:10pm-1:50pm) (5:10pm-5:50pm)
Wednesday, August 25- Friday, September 10	Add Period - Fall semester 2004
Wednesday, August 25- Friday, October 15	Drop Period - Fall semester 2004
Thursday, August 26	“Cheese & Chat” (Student Life Office, Suite 511–5pm-6pm)
Thursday, August 26	Library Orientation Classes (11:00am-11:50am) (12:30pm-1:30pm) (4:10pm-4:50pm)
Friday, August 27	IPEDS Registration
Sunday, August 29	President's Annual Picnic (Our Lady of Bethesda Retreat Center– 4pm)
Wednesday, September 1	“Bagels and Chat” (Student Life Office, Suite 511- 8am-9am)
Wednesday, September 1	Holy Sacrifice of the Mass, 5:10pm
Wednesday, September 1	Degrees Conferred Data File (2003-2004) - Due to SCHEV
Wednesday, September 1	Admissions Requirements, Fall 2004 - Due to SCHEV
Wednesday, September 1	Annual Course Enrollment Data File - Due to SCHEV

Institute Closed – No Classes; Employee Holiday, unless otherwise noted

No Classes – Classes not scheduled; Institute Administrative Offices Open, unless otherwise noted

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Thursday, September 2	Holy Sacrifice of the Mass, 5:10pm
Monday, September 6	HOLIDAY - Labor Day (Institute closed)
Tuesday, September 7	Annual Administrative Assessment Conducted (2003-2004)
Wednesday, September 8	IPEDS Fall Collection Opens (Institutional Characteristics and Completions)
Wednesday, September 8	Library Class – Using Electronic Resources: Basic Overview (1:10pm-1:50pm) (5:10pm-5:50pm)
Thursday, September 9	Early Enrollment Estimate, Fall 2004 – Due to SCHEV
Thursday, September 9	Library Class – Using Electronic Resources: Comprehensive Review (12:00pm-1:30pm)
Friday, September 10	Last Day to Add Classes – Fall semester 2004
Friday, September 10	“The Theology of the Body” presented by Dr. William E. May, Guest Lecturer (Main Classroom, 10am-12pm)
Sunday, September 12	IPS Men’s Group Meeting (sponsored by Student Life Office in Flynn Home in Bethesda, Dinner & Meeting-6pm)
Monday, September 13	Library Class – Using Electronic Resources: Comprehensive Review (12:00pm-1:30pm)
Wednesday, September 15	Library Class – Library Research & Electronic Resources: Basic Review (1:10pm-1:50pm) (5:10pm-5:50pm)
Wednesday, September 15	Official Enrollment Statistics Produced by Registrar’s Office
Wednesday, September 15	Institute Catalog – Due to SCHEV
Thursday, September 16	Library Class – Library Research & Electronic Resources: Comprehensive Review (12:00pm-1:30pm)
Friday, September 17	<i>How God Makes All the Difference in Morality</i> , presented by Richard Swinburne, F.B.A (The John Henry Cardinal Newman Lectures-The Cosmos Club, Washington, DC-2pm-3pm)
Sunday, September 19	“Afternoon Tea” for IPS Women (sponsored by Student Life Office in Flynn Home in Bethesda-3pm)
Monday, September 20	Library Class – Library Research & Electronic Resources: Comprehensive Review (12:00pm-1:30pm)
Thursday, September 30	Consolidated Year-End Certificate for Financial Aid Programs for 2003-2004 – Due to SCHEV

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Friday, October 1	Institutional Information File (Updates Only) – Due to SCHEV
Friday, October 8	Game Night (Sponsored by Student Life Office and IPS Psychology Department Chair , Suite 102-6pm)
Monday, October 11	Columbus Day Observed (Classes Scheduled; Institute Closed)
Thursday, October 14	Financial Aid Data File (2003-2004) – Due to SCHEV
Friday, October 15	<i>The Psychology of Character and the Theology of Virtue</i> , presented by Robert Audi, Ph.D. (The John Henry Cardinal Newman Lectures-The Cosmos Club, Washington, DC-2pm-3pm)
Friday, October 15	Official Enrollment Report due to SCHEV
Friday, October 15	<i>Bulletin of Information 2005-2006</i> Printed
??Sunday, October 17	Last Day to Drop Classes & Receive “W” – Fall semester 2004
Wednesday, October 20	IPEDS Fall Collection Closes for Institutions
Friday, October 22	“The Theology of the Body” presented by Dr. William E. May, Guest Lecturer (Main Classroom, 10am-12pm)
Sunday, October 24	Half-Day Retreat (sponsored by Chaplain’s Office, at Our Lady of Bethesda Retreat Center-9am-1pm)
Friday, October 29	Virginia Tuition Assistance Grant Application (2005-2006) - Due to SCHEV
Wednesday, November 3	IPEDS Fall Collection Closes for Coordinators
Friday, November 5	<i>Character and “A Republic Virtue”: The Founders’ Understanding of Scripture</i> , presented by Daniel N. Robinson, Ph.D. (The John Henry Cardinal Newman Lectures-The Cosmos Club, Washington, DC-2pm-3pm)
Sunday, November 7	Tour of National Portrait Gallery for IPS Women (sponsored by Student Life Office, 11am-Lunch to follow)
Friday, November 12	“The Theology of the Body” presented by Dr. William E. May, Guest Lecturer (Main Classroom, 10am-12pm)
Friday, November 12	Game Night (Sponsored by Student Life Office and IPS Psychology Department Chair , Suite 102-6pm)
Sunday, November 14	Fall Cohort File (2004) - Due to SCHEV
Sunday, November 14	Headcount Data, Fall 2004 – Due to SCHEV
Thursday, November 18	Board of Directors’ Quarterly Meeting

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Thursday, November 18	Annual Awards Banquet
Tuesday, November 23- Friday, November 26	Thanksgiving Break (no classes)
Thursday, November 25- Friday, November 26	HOLIDAY – Thanksgiving (Institute Closed)
Monday, November 29 – Friday, December 3	Course Evaluations Fall Semester 2004 Conducted
Tuesday, November 30	Graduation Rate Survey 2004 Cohort – Due to SCHEV
Wednesday, December 1	IPEDS Winter Collection (Employees by Assigned Position, Salaries, Fall Staff, and Enrollment) Opens
Friday, December 3	Christmas Party (sponsored by Student Life and Concerns Committee, Location?-7pm)
???	Last Day of Classes – Fall Semester 2004
Monday, December 6- Friday, December 10	Study Week - Fall semester 2004 (no classes)
Saturday, December 4- Tuesday, December 7	SACS Annual Meeting in Atlanta
Friday, December 10	<i>The Theology of the Body</i> , presented by Dr. William E. May, Guest Lecturer (Main Classroom, 10am-12pm)
????	Final Exams Begin – Fall Semester 2004
????	Grades Due to Registrar – 5pm??
Friday, December 17	Last Day of Exams - Fall semester 2004
Friday, December 24	HOLIDAY - Christmas Eve (Institute Closed)
Monday, December 27	HOLIDAY – Christmas Observed (Institute Closed)
Friday, December 31	HOLIDAY – New Year’s Eve (Institute Closed)
Monday, January 10	Grades Mailed - Fall semester 2004
<u>SPRING SEMESTER 2005</u>	
Monday, January 3	HOLIDAY – New Year’s Day (Institute Closed)
Monday, January 10	Grades Mailed - Fall semester 2004
???	Fee Payment Deadline
Monday, January 10	First Day of Classes - Spring semester 2005

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Monday, January 10 – Friday, January 21	<i>The Virtue of Redemption</i> presented by Charles Taliaferro, Ph.D. (The John Henry Cardinal Newman Lectures-The Cosmos Club, Washington, DC-2pm-3pm)
Monday, January 10 – Friday, February 25	Drop Period - Spring semester 2005
Monday, January 17	HOLIDAY – MLK, Jr. Birthday Observed (Institute Closed)
Wednesday, January 26	IPEDS Winter Collection Closes for Institutions
Friday, January 28	Last Day to Add Classes – Spring Semester 2005
Friday, January 28	Add Period - Spring semester 2005
???	Board of Directors' Quarterly Meeting
Wednesday, February 9	IPEDS Winter Collection Closes for Coordinators
Friday, February 11	<i>The Divided Self: A Classical Perspective</i> , presented by John Rist, F.R.S.C. (The John Henry Cardinal Newman Lectures-The Cosmos Club, Washington, DC-2pm-3pm)
Monday, February 21	HOLIDAY - President's Day (Institute Closed)
Friday, February 25	Last Day to Drop Classes & Receive "W" – Spring semester 2005
Friday, February 25	"The Theology of the Body" presented by Dr. William E. May, Guest Lecturer (Main Classroom, 10am-12pm)
Wednesday, March 9	IPEDS Spring (Student Financial Aid, Finance, and Graduation Rates) Opens
Friday, March 18	"The Theology of the Body" presented by Dr. William E. May, Guest Lecturer (Main Classroom, 10am-12pm)
Monday, March 21- Friday, March 25	HOLIDAY - Easter Break (no classes)
Thursday, March 24	HOLIDAY – Holy Thursday (Institute closed)
Friday, March 25	HOLIDAY - Good Friday (Institute closed)
Friday, March 25	SACS Compliance Report Due
Sunday, March 27	HOLIDAY – Easter Sunday (Institute closed)
Thursday, March 31	Student Enrollment Projections FY04-FY10 - Due to SCHEV
Thursday, March 31	FAFSA Deadline (2005-2006)

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Thursday, March 31	Support Grant Deadline (2005-2006)
Thursday, March 31	Teaching Assistantship Application Deadline
Friday, April 15	“The Theology of the Body” presented by Dr. William E. May, Guest Lecturer (Main Classroom, 10am-12pm)
Tuesday, April 19 – Monday, April 25	Annual Comprehensive Assessment (2004-2005) Conducted
Tuesday, April 19 – Monday, April 25	Course Evaluations Spring Semester 2005 Conducted
Wednesday, April 20	IPEDS Spring Collection Closes for Institutions
Friday, April 22	<i>Social Forms and Gifts of Service: A Psychology of Character</i> , presented by Russell Hittinger, Ph.D. (The John Henry Cardinal Newman Lectures-The Cosmos Club, Washington, DC-2pm-3pm)
???	Last Day of Classes – Spring Semester 2005
Tuesday, April 26 Friday, April 29	Spring Break/Study - Spring semester 2005 (no classes)
Sunday, May 1	Tuition Charges and Fees, Academic Year 2005-2006 – Due to SCHEV
Tuesday, May 3- Friday, May 6	SACS Site Visit
????	Final Exams Begin
Wednesday, May 4	IPEDS Spring Data Collection Closes for Coordinators
Friday, May 6	Last Day of Exams - Spring semester 2005
????	Grades Due to Registrar – 5pm??
Sunday, May 15	Tuition Assistance Grant Program (TAG) Data File 2004-2005 – Due to SCHEV
???	Board of Directors’ Quarterly Meeting
Friday, May 20	<i>Moral Character and Self-Government</i> , presented by Fred D. Miller, Jr., Ph.D. (The John Henry Cardinal Newman Lectures-The Cosmos Club, Washington, DC-2pm-3pm)
Friday, May 27	Grades Mailed - Spring semester 2005
Monday, May 30	HOLIDAY – Memorial Day (Institute Closed)

SUMMER SESSION 2005

???

Fee Payment Deadline

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Monday, May 9	First Day of Classes - Summer Session 2005
Monday, May 9 – Friday, May 27	Add Period - Summer Session 2005
????	Drop Period – Summer Session 2005
????	Last Day to Drop Classes & Receive “W” – Summer Session 2005
Friday, May 27	Last Day to Add Classes – Summer Session 2005
Monday, May 30	HOLIDAY – Memorial Day (Institute Closed)
Monday, July 4	HOLIDAY – Independence Day (Institute Closed)
Tuesday, July 5	<i>Bulletin of Information 2006-2007</i> Printed
Tuesday, July 5	<i>Student Handbook 2005-2006</i> Printed
Tuesday, July 12	Annual Administrative Assessment Conducted (2004-2005)
Friday, July 15	2005 Financial Profile and Indicators - Due to SACS
Friday, July 15	College Scholarship Assistance Program (CSAP) Data File – Due to SCHEV
Friday, July 15	Annual Admission Report, 2003-2004 – Due to SCHEV
???	Course Evaluations for Summer Session 2005 conducted
???	Last Day of Classes – Summer Session 2005
????	Final Exams Begin – Summer Session 2005
???	Last Day of Exams – Summer Session 2005
????	Grades Due to Registrar – 5pm??
???	Grades Mailed – Summer Session 2005

FALL SEMESTER 2005

???	Board of Directors’ Quarterly Meeting
???	Fee Payment Deadline
Monday, August 22	Student Orientation - Fall semester 2005 (no classes), 6pm
Wednesday, August 24	First Day of Classes - Fall semester 2005
Wednesday, August 24	Mass of the Holy Spirit
Sunday, August 28	President’s Annual Picnic – 4pm

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Wednesday, August 24 – Friday, September 9	Add Period - Fall semester 2005
Wednesday, August 24 – Friday, October 7	Drop Period – Fall Semester 2005
Thursday, September 1	Degrees Conferred Data File (2004-2004) - Due to SCHEV
Thursday, September 1	Admissions Requirements, Fall 2005 - Due to SCHEV
Thursday, September 1	Annual Course Enrollment Data File - Due to SCHEV
Monday, September 5	HOLIDAY - Labor Day (Institute Closed)
Friday, September 9	Early Enrollment Estimate, Fall 2004 – Due to SCHEV
Friday, September 9	Last Day to Add Classes – Fall Semester 2005
Thursday, September 15	Official Enrollment Statistics Produced by Registrar's Office
Thursday, September 15	Institute Catalog – Due to SCHEV
Friday, September 30	Consolidated Year-End Certificate for Financial Aid Programs for 2003-2005 – Due to SCHEV
Friday, September 30	Institutional Information File (Updates Only) – Due to SCHEV
Friday, October 7	Last Day to Drop Classes & Receive “W” – Fall Semester 2005
Monday, October 10	HOLIDAY – Columbus Day (Institute Closed; Classes in Session)
Thursday, October 14	Financial Aid Data File – Due to SCHEV
Friday, November 14	Fall Cohort File (2005) – Due to SCHEV
Monday, November 14 – Friday, November 18	Course Evaluations for Fall Semester 2005 conducted
???	Last Day of Classes – Fall Semester 2005
Monday, November 22- Friday, November 25	Thanksgiving Break (no classes)
Thursday, November 24- Friday, November 25	HOLIDAYS – Thanksgiving (Institute closed)
Monday, November 28- Friday, December 2	Study Week - Fall semester 2005 (no classes)
Saturday, December 3- Tuesday, December 5	SACS Annual Meeting – Atlanta
Wednesday, November 30	Graduation Rate Survey 2005 Cohort (for IPEDS) – Due to SCHEV

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????

Final Exams Begin – Fall Semester 2005

Friday, December 9

Last Day of Exams - Fall semester 2005

????

Grades Due to Registrar – 5pm??

Friday, December 23

HOLIDAY – Christmas Eve Observed (Institute Closed)

Monday, December 26

HOLIDAY – Christmas Day Observed (Institute Closed)

Friday, December 30

Grades Mailed - Fall semester 2005

Friday, December 30

HOLIDAY – New Year’s Eve Observed (Institute Closed)

SPRING SEMESTER 2006

Monday, January 2

HOLIDAY – New Year’s Day (Institute Closed)

???

Fee Payment Deadline

Monday, January 9

First Day of Classes – Spring semester 2006

Monday, January 9 –
Friday, January 27

Add Period – Spring semester 2006

Monday, January 9 –
Friday, February 24

Drop Period - – Spring semester 2006

Monday, January 16

HOLIDAY – MLK, Jr. Birthday Observed (Institute Closed)

Friday, January 27

Last Day to Add Classes – Spring Semester 2006

Tuesday, February 2

W2s for 2004 Due to Employees

Monday, February 20

HOLIDAY-President’s Day (Institute Closed)

Friday, February 24

Last Day to Drop Classes & Receive “W” – Spring Semester 2006

Friday, March 31

Student Enrollment Projections FY05-FY11) – Due to SCHEV

Friday, March 31

Financial Aid Deadline (2005-2006)

Friday, March 31

Support Grant Deadline (2005-2006)

Friday, March 31

Tuition Assistantship Deadline (2005-2006)

Monday, April 10-
Friday, April 14

Easter Break (no classes)

Thursday, April 13

HOLIDAY – Holy Thursday (Institute closed)

Friday, April 14

HOLIDAY - Good Friday (Institute closed)

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Sunday, April 16	HOLIDAY – Easter Sunday (Institute closed)
Tuesday, April 18- Monday, April 24	Annual Comprehensive Assessment (2005-2006) Conducted
???	Last Day of Classes – Spring Semester 2006
Tuesday, April 25- Friday, April 28	Spring Break/Study – Spring semester 2006 (no classes)
Monday, May 1	Tuition Charges and Fees, Academic Year 2006-2007 – Due to SCHEV
????	Final Exams Begin – Spring Semester 2006
Friday, May 5	Last Day of Exams – Spring semester 2006
????	Grades Due to Registrar – 5pm??
Monday, May 15	Tuition Assistance Grant Program (TAG) Data File, 2005-2006 – Due to SCHEV
Friday, May 19	Grades Mailed – Spring semester 2006
Monday, May 29	HOLIDAY – Memorial Day (Institute Closed)
<u>SUMMER SESSION 2006</u>	
Monday, May 8	First Day of Classes – Summer Session 2006
Friday, May 26	Add Period – Summer Session 2006
Friday, May 26 – Friday, June 23	Drop Period – Summer Session 2006
Friday, June 23	Last Day to Drop Classes & Receive “W” – Summer Session 2006
Tuesday, July 4	HOLIDAY – Independence Day (Institute Closed)
Friday, July 14	2006 Financial Profile and Indicators - Due to SACS
????	Final Exams Begin – Summer Session 2006
Friday, August 18	Last Day of Exams – Summer Session 2006
????	Grades Due to Registrar – 5pm??
Friday, September 1	Grades Mailed – Summer Session 2006

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