

## 2009 CLOSING SCHEDULE

The ASA Office will have all student records verified by noon of the closing day. Reports will be accurate after that time. We will make every effort to ensure that there are no duplicates in Banner.

Please see below for a listing of reports and their locations.

Freshmen sessions close 3 working days before the session and transfer sessions close 2 working days before the session. By noon of the closing day, the rosters will be verified and final.

NOTE: The First STEP students start ½ day earlier and are listed separately from the freshmen students. They are combined at the 2-day orientation session but you will need to run both the First STEP reports and the freshmen reports to get a count of the total students at the 2-day freshmen session.

| <b>Date/Type</b>           | <b>Day of Week</b>  | <b>Reservations Close</b> |
|----------------------------|---------------------|---------------------------|
| <b>June 3 09 Transfer</b>  | <b>Wed</b>          | <b>Noon Mon, June 1</b>   |
| June 8-9 09 Freshmen       | Mon/Tue             | Noon Wed, June 3          |
| June 10-11 09 Freshmen     | Wed/Thur            | Noon Fri, June 5          |
| June 15-16 09 Freshmen     | Mon/Tue             | Noon Wed June 10          |
| June 16-18 09 First STEP   | Tue/Thur            | Noon Thur June 11         |
| June 17-18 09 Freshmen     | Wed/Thur            | Noon Fri, June 12         |
| <b>June 22 09 Transfer</b> | <b>Mon</b>          | <b>Noon Thur, June 18</b> |
| July 7-9 09 First STEP     | Tue/Thur            | Noon Wed, July 1          |
| July 8-9 09 Freshmen       | Wed/Thur            | Noon Thur, July 2         |
| July 13-14 09 Freshmen     | Mon/Tue             | Noon Wed, July 8          |
| July 15-16 09 Freshmen     | Wed/Thur            | Noon Fri, July 10         |
| <b>July 21 09 Transfer</b> | <b>Tue</b>          | <b>Noon Fri, July 17</b>  |
| July 21-23 09 First STEP   | Tue/Thur First STEP | Noon Thur, July 16        |
| July 22-23 09 Freshmen     | Wed/Thur            | Noon Fri, July 17         |
| July 27-28 09 Freshmen     | Mon/Tue             | Noon Wed, July 22         |
| July 29-30 09 Freshmen     | Wed/Thur            | Noon Fri, July 24         |
| Aug 3-4 09 Freshmen        | Mon/Tue             | Noon Wed, July 29         |
| Aug 20 09 Transfer         | Thur                | Noon Tue, Aug 18          |
| Aug 19-20 09 Freshmen      | Wed/Thur            | Noon Fri, Aug 14          |

Reports available as of 5/26/09:

Academic Support View:

Conference Services Orientation Information – as of 5/26/09 in Test – chosen by orientation date, contains students' first and last name, gender, special needs including dietary and physical disabilities, and vegetarian preference

ACD056 Registrar Orientation Information – chosen by orientation date, contains students first and last names and bear numbers.

Academic View:

NSO Session Counts – as of 5/26/09 in Test – drill down report. Choose the year, the session, then the college, then the major to get a listing of individual students with their bear numbers.

NSO College Counts – please do not use – needed for drill down session count report

NSO Major Counts – please do not use – needed for drill down session count report

NSO Students for Major – please do not use – needed for drill down session count report