GRAD STUDENT SERVICES PLANNING CALENDAR (Sample Template)
This template is a starting point and contains information that may or may not apply to your unit.
Please feel free to customize this to suit your needs.

JULY
Funding: Enter in all incoming student financial aid packages/projections into FC2S system (if applicable)
Funding: Process for disbursement all student financial aid awards for Fall and Winter Terms: Departmental Fellowships, Rackham Regents, LSA Fellowships, Tuition-Only Fellowships, etc.
Benefits: Process student GradCare benefit allocations for any department fellowships
Orientation: Order materials (if necessary) and prepare information packets for new PhD Orientation
Orientation: Send invitations for PhD Orientation, including incoming students, current students, faculty, staff, as appropriate
Student Progress: Audit all PhD and Certificate students for any remaining requirements or upcoming milestones
Recruitment: Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group

AUGUST
Orientation: Finish updating student handbook, assemble new handbook/info packets for incoming PhDs @ Orientation
Orientation: Orientations at end of month: Rackham, Program, Int’l Student, New GSI (both CRLT & department)
Enrollment: Run Rackham Not Yet Registered report (CTools); Issue overrides (including 990/995/Independent Study) as appropriate
Grad Committee: Establish fall term calendar for graduate governance committee meetings
Grad Committee: Update graduate committee handbook materials; upload to respective project sites (e.g. Canvas or M+Box)
Website: Update website with any changes to handbook, graduate program requirements
Website: Add incoming students to website’s People directory/Current Students; include student photo and research interests
Alumni/Website: Update Alumni Placement information for Rackham Placement Data Report and website; update Dissertation Titles website with link to DeepBlue actual text
Jobseekers: Determine jobseekers support plan for the year; Notify students of jobseekers resources available to them; Update jobseekers email group
Building Access: Request building access for all new students and GSIs: both Mcard entry and key access for student lounge and GSI offices; Remove graduated students from building Mcard entry
Certificate: Register for Rackham New Student Information Fair to advertise Graduate Certificates
Certificate: Email Certificate Students with requirements/reminders of graduation deadlines/courses needed
Graduation: Receive Summer Final Degree Checkout List from Rackham for graduating Certificate/Master’s students
Graduation: Confirm degrees posted on final transcripts for any graduating students (late in month)
Budget: Submit Rackham Block Grant year-end report
Fellowships: Determine internal fellowship deadlines for the upcoming year to reflect when nominations are due at Rackham
DGS Transition: Schedule regular weekly Grad Coordinator meetings with DGS for fall term
Recruitment: Discuss graduate program advertising with DGS; Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group

SEPTEMBER
Orientation: Orientations Continued; Beginning of Classes
Enrollment: Advertise any under-enrolled courses
Student Progress: Candidacy audits – Check deadline for students to have met all requirements to advance for Fall Term Candidacy
Student Progress: Third Term Reviews (if applicable)
Jobseekers: Publicize job postings/opportunities/resources, as applicable, to jobseekers’ group
Funding: Confirm all graduate student financial aid awards, training grants, training grant supplements, benefits, etc.; Collect Summer Funding Budget Reports from students, as needed
Programming: Schedule annual student/faculty cohort-building program meetings for fall term
Fellowships: Rackham Int’l Student Fellowship and HHMI Int’l Research Fellowship applications due internally
Fellowships: Send email announcement for all internal and external fellowship deadlines and application due dates
GSI Award: Send email announcement for Outstanding GSI award nomination process
Grader Requests: Advertise any grader positions
GSI Applications: Review GSI funding obligations to current PhD students before posting available GSI positions externally; verify teaching eligibility against LSA Ten-Term Rule
Send email reminder to students of their expectation to GSI for winter term & to apply
Time Schedule: Check with any partner departments (i.e. dual degree programs) for potential time schedule conflicts on required coursework for winter term
Course description data entry and time scheduling for winter term
Enrollment: Ensure all Winter term enrollment caps are set to save spots for student requirements
Recruitment: Advertise PhD program admissions to national membership organization listservs
Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group (folder in M+Box called “Prospective Graduate Student Database)

OCTOBER
Curriculum: Update and maintain schedule of classes for winter term; Prepare course evaluations; Submit any graduate CARFs for new courses to RO (if includes undergrads must also be submitted to LSA)
Recruitment: Send e-mail advertising Graduate Certificates to other Rackham Coordinators to forward to their students; timing for certificate enrollment for winter term
Jobseekers: Schedule mock job talks as needed
Student Progress: Check in with first-year students to make sure they are acclimating well and not having any issues with coursework
Programming: Host fall term student/faculty cohort/program meetings
Fellowships: Send application reminder for Rackham fellowships requiring department nomination: Barbour, Predoc, MMR, Lipschutz
Fellowships: Rackham Int’l Student Fellowship and HHMI In’tl Research Fellowship nominations due to Rackham
Awards: Solicit nominations for ProQuest Distinguished Dissertation Award, John H. D’Arms Faculty Awards for Distinguished Graduate Mentoring in the Humanities, Rackham Distinguished Graduate Mentor Award, and Rackham Master’s Mentoring Award
Admissions: Make sure admissions process is set up ready-to-go for faculty to review/evaluate all files online
Rackham: Attend Rackham workshops for graduate staff training/updates
Rackham Resources: Advertise Rackham Interdisciplinary Workshop Initiatives funding once per academic year
Recruitment: Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group

NOVEMBER
GSI Applications: Finalize GSI assignments and hiring for winter term
Admissions: Plan with Admissions Chair for admissions and recruitment timing/process for the upcoming year
Funding: Check to confirm that all Winter term fellowships have been processed and student funding is set
Enrollment: Publicize Winter term course descriptions to all PhD and Certificate students
Fellowships: Barbourophello Fellowship applications due internally
Fellowships: Rackham Predoc Fellowship applications due internally
Fellowships: Lipschutz/Host/Smith applications due internally
GSI Award: Outstanding GSI Award materials due internally
Awards: Submit nomination to Rackham for ProQuest Distinguished Dissertation Award
Graduation: Send emails to current Certificate/Master’s students outlining steps to graduation
Enrollment: Issue overrides for students to enroll in required coursework for winter, as necessary
Recruitment: Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group

DECEMBER
Admissions: Set up Admissions Committee Meetings
Enrollment: Monitor course enrollments for all Winter term graduate courses; publicize any courses as necessary; E&E result processing

Student Progress: Send out requests to faculty for their evaluation of student performance in their fall courses; Process/review transcripts; Prepare/distribute pre-candidacy progress reports for fall term;

Admissions: Admissions application deadline is December ___

Admissions: Assign all applicant files for Admissions Committee review prior winter break

Funding: Process for disbursement any remaining fellowships for Winter Term: Departmental Fellowships, etc.

Graduation: Receive Fall Final Degree Checkout List from Rackham for graduating Certificate/Master’s students

Graduation: Confirm degrees posted on final transcripts for any graduating students (late in month)

DGS Transition: Schedule regular weekly Grad Coordinator meetings with DGS for winter term

Recruitment: Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group

JANUARY

Enrollment: Advertise any under-enrolled courses

Budget: Submit LSA Funding Projection Spreadsheet to Dean’s Office

Reporting: NSF/NIH survey due to Rackham (for natural/social science depts)

Fellowships: Barbour nominations due to Rackham

Fellowships: Predoctoral Fellowship nominations due to Rackham

Fellowships: Lipschutz/Host/Smith Award nominations due to Rackham

GSI Award: Outstanding GSI Award nominations due to Rackham

Awards: Submit nominations to Rackham for John H. D’Arms Faculty Awards for Distinguished Graduate Mentoring in the Humanities, Rackham Distinguished Graduate Mentor Award, and Rackham Master’s Mentoring Award

Fellowships: CEW’s Mary Malcomson Raphael applications due internally

Jobseekers: Schedule mock job talks as needed

Admissions: Ask DGS to approve waitlist/rejection letter templates for all programs PRIOR to the admissions rush

Admissions: Admissions begins; tabulate all evaluations/rankings from committee reviews; admissions committee meetings

Student Progress: Candidacy audits – Check deadline for students to have met all requirements to advance for Winter Term Candidacy

Student Progress: Prelim exams (if applicable)

Grader Requests: Advertise any grader positions

Graduation: Email Certificate/Master’s Students with requirements/reminder of graduation deadlines

Enrollment: Ensure all Fall term enrollment caps are set to save spots for student requirements

Time Schedule: Check with any partner departments for potential time schedule conflicts on required coursework for fall term

Recruitment: Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group

FEBRUARY

Student Progress: Send out review/screening meeting info (or remind DGS to do so), start scheduling review meetings

Admissions: Final admissions meetings

Fellowships: Mary Malcomson Raphael nominations due to CEW

Fellowships: RMF nomination first deadline for new PhD applicants

Admissions: PhD Admit and rejection letters go out and information about Recruitment/Interview Weekends

GSI Applications: Review GSI funding obligations to current PhD students before posting available GSI positions externally; verify teaching eligibility against LSA Ten-Term Rule

GSI Applications: Send email reminder to students of their expectation to GSI for winter term & to apply

Recruitment: Plan for Recruitment Weekends (coordinate individual student schedules and travel plans, work with partner units, schedule meals and meetings with individual faculty, etc.)

Fellowships: Send reminders for summer funding/Rackham Humanities Research/Rackham One-Term internal funding application deadlines
<table>
<thead>
<tr>
<th><strong>Recruitment:</strong></th>
<th>Recruitment weekend for admitted students</th>
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<tbody>
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<td>Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group</td>
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**MARCH**

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<th><strong>Recruitment:</strong></th>
<th>Recruitment Weekends for admitted students (continued)</th>
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<tr>
<td><strong>Fellowships:</strong></td>
<td>RMF competition deadline</td>
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<td>Rackham Humanities Research and One-Term Dissertation Fellowship applications due internally</td>
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<td><strong>Student Progress:</strong></td>
<td>Send reminder to all students with Annual Progress Report due date</td>
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<td><strong>Student Progress:</strong></td>
<td>Fourth Term Reviews (if applicable)</td>
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<td><strong>GSI Applications:</strong></td>
<td>Finalize GSI assignments and hiring for fall term (and spring term, if applicable)</td>
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**APRIL**

| **Student Progress:** | Send out requests to faculty for their evaluation of student performance in their winter courses |
| **Benefits:** | Review ALL students to confirm GradCare coverage for spring/summer term (GSI Summer Benefit Continuation, benefits-eligible fellowship coverage, or coverage from another department) |
| **Enrollment:** | Monitor course enrollments for all Fall term graduate courses; publicize any courses as necessary |
| **Admissions/Recruitment:** | Universal PhD Acceptance Notification deadline – April 15 |
| **Funding:** | RMF Spring/Summer and Fall/Winter Utilizations Forms due to Rackham |
| **Funding:** | Finalize all summer funding awards and any outstanding fellowship applications: Process for disbursement |
| **Graduation:** | Receive Winter Final Degree Checkout List from Rackham for graduating Certificate/Master’s students |
| **Graduation:** | Confirm degrees posted on final transcripts for any graduating students (late in month) |
| **Student Progress:** | Process all student Annual Progress Reports. Review APRs for completeness, concerns, advisor comments, and current year grades. Alert DGS to any concerns. Post all reports for graduate committee review. |
| **Recruitment:** | Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group |

**MAY**

| **Student Progress:** | Annual review of 1st year students at final graduate committee meeting of the year |
| **Curriculum:** | Discuss graduate program handbook updates needed for next year |
| **Recruitment:** | Prepare/submit updates to annual Peterson Survey (due June 1); Answer prospective student questions; send informational email on application process with deadline (May-Dec) |
| **DGS Transition:** | Prepare for summer transition with new DGS, if applicable |
| **Student Progress:** | Prepare contingencies for advancement to candidacy of any 3rd year students who are not yet candidates (Fall deadline) |
| **Funding:** | Send reminders about Rackham Research Grants (pre-candidacy & candidacy) and Conference Travel Funding |
| **Enrollment:** | Issue overrides for all incoming first year students to enroll in required 1st year coursework |
| **Recruitment:** | Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group |

**JUNE**

| **Orientation:** | Email DGS Welcome letter to New PhDs (beginning of month to coincide with new student course registration) |
| **Funding:** | Distribute any remaining or contingent summer funding |
| **Website:** | Update website (graduating students, program changes, etc.) |
| **Recruitment:** | Update Rackham Bulletin Website (faculty names, program updates, deadlines) |
| **Program Governance:** | Revise graduate program handbooks as necessary |
**Orientation:** Send administrative welcome email to incoming PhD students

**Orientation:** Send LSA Sexual Harassment Prevention workshop sign-up information to all incoming students

**Orientation:** Send GSA Background Check requirement email to all incoming PhD students

**Recruitment:** Run prospective student reports (each month); Contact prospective students from Rackham Recruit Advice group