

Admissions Office 2008-2009 Tactical Calendar (Code Key is separate document) \*=Projected Dates

# September 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 RCPCR / Card Ltrs. Admit Ltrs.	2	3	4 Lee Co.-RF	5 Athens / Limestone Co. – RF, JH Tallapoosa / Coosa Co. – RF Upload Compass	6 Compass
7	8 Autauga Co. – JH RCPCR / Card Ltrs. Admit Ltrs.	9 Elmore Co. - RF	10 Chilton Co. – JH, JA	11 Central (Lowndes Co.) – JH, KD Washington / Notasulga – JH, KD	12 RCPCR Upload Compass	13 ACT TEST 1
14 NACAC- JA, RF	15 RCPCR / Card Ltrs. Admit Ltrs.	16 AIG Data FA	17 AIG Data FA	18	19 Upload Compass DE Applications	20
21	22 Walker Co.- KD Northridge – JA RCPCR / Card Ltrs. Admit Ltrs. DE Applications	23 Bryant – RF Pell City – KD, JA Central – JH DE Applications	24 Tuscaloosa Co. – JH, KD Clay Co. – RF, JA Sylacauga – RF, JA	25 Randolph Co. – RF, KD	26 Calhoun Co. – JH Upload Compass	27
28	29 Hale Co. – JH, KD Cullman Co. – RF RCPCR / Card Ltrs. Admit Ltrs.	30 Marengo Co. – KD, RF				

# October 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Sumter Co. – KD Blount Co. – RF Oneonta – RF Email Inquiry Data-L drive	2 Jackson Co. – RF Scottsboro - RF	3 Order 5000 window envelopes Upload Compass	4 Compass
5	6 ACT 1 copies due RCPCR / Card Ltrs. Admit Ltrs. Ck. Mini Term 2 Ltrs. Mail RR reminder ltr.- Fa0809admits	7Scan / index ACT 1 reports Input ACT1 data / mail letters / view books Run Final Fall Transfer Credit Report	8Distribute ACT1 reports to recruiters. West Jefferson – RF, JH Email Inquiry Data-L drive	9 North Jefferson – RF, JH	10 Upload Compass Send Fall term Applications / RR to SRO	11
12	13 Wilcox Central – KD Selma – JH, JA RCPCR / Card Ltrs. Admit Ltrs.	14 Transfer Credit Report	15Shelby Co. – RF, JH, JA Email Inquiry Data-L drive	16 NSS-SCIS – RF, JH Mini Term 2 begins Mini Term 2 Registration	17 NSS-SCIS – KD, JA NSS-SCIS – RF, JH Upload Compass	18
19	RCPCR / Card Ltrs. Admit Ltrs. <b>Pre-registration Begins – Spring Term 2009</b>	21 Residency Ltrs.	22 Email Inquiry Data-L drive	23	24 Upload Compass	25 ACT TEST 2
26	27 RCPCR / Card Ltrs. Admit Ltrs. Re-check Application Inventory	28 Talladega Co. – JH, JA Talladega HS – JH, JA Admit not enrolled ltr.- Spring target	29 St. Clair Co. – KD, RF Email Inquiry Data-L drive	30 Transfer Credit Report	31 Upload Compass Run No Term Defn	

# November 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Compass
2	3 ACT2 data download-AIRO Merge names / letters / view books-mail Conditional Sr09 Ltrs. Spring Mobility Deadline	4 Distribute ACT2 data to recruiters. RCPCR / Card Ltrs. Admit Ltrs. (election day)	5 Email Inquiry Data-L drive Residency Ltrs.	6 CPAt mailing- RUN CPATLIST	7 Upload Compass ALACRAO Planning Meeting-LSCC UNIT GOALS DUE	8
9	10 Conditional Sr09 Ltrs. RCPCR / Card Ltrs. Admit Ltrs.	11 Veteran's Day Holiday	12 Email Inquiry Data-L drive	13 Residency Ltrs.	14 Upload Compass Transfer Credit Report	15
16	17 Conditional Sr09 Ltrs RCPCR / Card Ltrs. Admit Ltrs. Re-check NSO facilities requests	18 Mail NSO Post Cards Pull Data NSO Cards CPAt 10 am	19 Email Inquiry Data-L drive	20 Residency Ltrs.	21 Upload Compass Obtain / enter CPAt scores	22
23	24 ACA-Mobile RCPCR / Card Ltrs. Admit Ltrs.	25 ACA-Mobile	26 ACA-Mobile	27 Thanksgiving Holiday	28 Thanksgiving Holiday	29
30						

# December 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Conditional Sr09 Ltrs Run No Term Defn RCPCR / Card Ltrs Admit Ltrs.	2 *NSO – 1 pm Bham *NSO – 6 pm Bess CPAT 10 am	3 *NSO – 9 am Bham *NSO – 1 pm Bess Email Inquiry Data-L drive	4 *NSO – 6 pm Bham *NSO – 9 am Bess	5 Upload Compass	6 Compass
7	8 Conditional Sr09 Ltrs RCPCR / Card Ltrs. Admit Ltrs. Transfer Credit Report	9 Residency Ltrs. Obtain / enter CPAT scores	10 Email Inquiry Data-L drive	11 Run MISADMDAT- amend ACCESS	12 Upload Compass	13 ACT TEST 3
14	15 Conditional Sr09 Ltrs RCPCR / Card Ltrs. Admit Ltrs. Add Compass Sessions	16 Residency Ltrs. Transfer Credit Report	17 ACT3 data download Merge names / letters / view books / mail. Email Inquiry Data-L drive	18 Distribute ACT3 data to recruiters.	19 Upload Compass	20
21	22  Conditional Sr09 Ltrs RCPCR / Card Ltrs. Admit Ltrs.	23 Christmas Holiday	24 Christmas Holiday	25 Christmas Holiday	26 Christmas Holiday	27
28	29 Add Compass sessions Conditional Sr09 Ltrs RCPCR / Card Ltrs. Admit Ltrs. Transfer Credit Report	30 Residency Ltrs. Admissions Appeals Committee Meeting	31 Email Inquiry Data-L drive			

# January 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 HOLIDAY	2 Upload Compass Check on DE Applications	3 Compass
4	5 Conditional Sr09 Ltrs RCPCR / Card Ltrs. Admit Ltrs. Transfer Credit Report Residency Ltrs.	6 Open Registration- Spring semester	7 Open Registration- Spring semester Email Inquiry Data-L drive	8 Drop / Add Begins	9 Spring semester classes begin Upload Compass Email GED Course Requests	10 Admissions – Open am Records – Open am
11	12  Conditional Sr09 Ltrs RCPCR / Card Ltrs. Admit Ltrs.	13 Residency Ltrs. Amend Inquiry Letter Amend <a href="mailto:admissions@lawsonstate.edu">admissions@lawsonstate.edu</a> message	14 Email Inquiry Data-L drive Amend Orientation Info.-Web	15 Drop / Add Ends	16 Upload Compass Create <u>Summer</u> Admissions Letters Set	17 Admissions - Open am Records - Open am
18	19 HOLIDAY	20 Conditional Sr09 Ltrs RCPCR / Card Ltrs. Admit Ltrs.	21 Email Inquiry Data-L drive	22 Residency Ltrs.	23 Upload Compass	24
25	26 Conditional Sr09 Ltrs RCPCR / Card Ltrs. Admit Ltrs.	27 Final <b>Spring</b> Transfer Credit Report	28 Email Inquiry Data-L drive	29 Residency Ltrs.	30 Upload Compass	31

# February 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Conditional Sr09 Ltrs <i>Sequence Ltr. 2- merge / print / mail. (Scholar)</i> RCPCR Admit Ltrs.	3 Transfer Credit Report	4 Email Inquiry Data-L drive College Transfer Day	5 Residency Ltrs.	6 Upload Compass	7 ACT TEST 4 Compass
8	9 Conditional Sr09 Ltrs RCPCR Admit Ltrs.	10	11 Mail RR reminder ltr.- Spring 0809 admits Hoover – RF, JH, JA Spain Park – RF, JH, JA Email Inquiry Data-L drive	12 Vestavia – JH, RF Residency Ltrs.	13 Upload Compass	14
15	16 Conditional Sr09 Ltrs ACT4 data download Merge names / letters / view books / mail. RCPCR Admit Ltrs.	17 Distribute ACT4 data to recruiters. Mail RR reminder ltr.- Sp09admits	18 Email Inquiry Data-L drive	19 Residency Ltrs. Transfer Credit Report	20 Upload Compass	21
22	23 Conditional Sr09 Ltrs RCPCR Admit Ltrs.	24	25 Email Inquiry Data-L drive	26 Residency Ltrs.	27 Upload Compass	28

# March 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Conditional Sr09 Ltrs Admit Ltrs. <i>Provide HS Contact Data to Recruiters-PVT Visits Graduation Appl. Deadline</i>	3 Admit not enrolled ltr.- Summer target	4 Email Inquiry Data-L drive	5 Residency Ltrs. RGCAR Place Processing Hold	6 Upload Compass Mini Term 2 Begins Mini Term 2 Registration	7 Compass
8 Daylight Savings Begins	9 Conditional Sr09 Ltrs Admit Ltrs. <b>*Pre-registration Begins – Summer Term 2009</b>	10	11 Email Inquiry Data- L drive	12 Residency Ltrs. Transfer Credit Report	13 *Counselor Luncheon Upload Compass	14
15	16 Conditional Sr09 Ltrs Admit Ltrs.	17 Residency Ltrs.  <i>Sequence Info. 3- merge / print / mail.</i>	18 Email Inquiry Data- L drive Upload Compass	19 HOLIDAY	20 HOLIDAY	21
22	23 Conditional Sr09 Ltrs Admit Ltrs.	24 Mail Scholarship Ltr.	25 Email Inquiry Data- L drive	26 Residency Ltrs.	27 Upload Compass	28
29	30 Conditional Sr09 Ltrs Admit Ltrs. Transfer Credit Report	31				

# April 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Email Inquiry Data-L drive	2 Residency Ltrs.	3 Upload Compass	4 ACT TEST 5 Compass
5	6 Conditional Sr09 Ltrs Admit Ltrs.  CAPP Exam	7   CAPP Exam	8 Email Inquiry Data-L drive Honors / Awards Program CAPP Exam	9 Residency Ltrs.	10 Upload Compass	11
12 Easter	13 Conditional Sr09 Ltrs ACT5 data download Merge names / letters / view books / mail. Admit Ltrs.	14 Distribute ACT5 data to recruiters. Transfer Credit Report	15 <b>Scholarship Deadline</b> <b>Summer ADN application deadline</b> Email Inquiry Data-L drive L Week	16 Residency Ltrs. L Week	17 Upload Compass L Week-Picnic	18
19	20 Conditional Sr09 Ltrs Admit Ltrs. Nursing GPAs	21 Mail NSO Post Cards Pull Data NSO Cards Nursing GPAs	22 Email Inquiry Data-L drive Nursing GPAs	23 Residency Ltrs.  <i>Sequence Info. 4-merge / print / mail.</i>	24 Upload Compass	25
26	27 Conditional Sr09 Ltrs Admit Ltrs. Transfer Credit Report	28	29 Email Inquiry Data-L drive	30 Residency Ltrs. Re-check NSO facilities requests		

# May 2009

May 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 HS SR applying for summer ltr.	2 Compass
3	4 Conditional Sr09 Ltrs Admit Ltrs. Add Compass Sessions	5 Admissions Appeals Committee Meeting Graduates Banquet	6 Email Inquiry Data-L drive <i>Sequence Info.5- merge / print / mail.</i>	7 Residency Ltrs. Transfer Credit Report	8 Upload Compass Run MISADMDAT- amend ACCESS	9 Commencement
10	11 Conditional Sr09 Ltrs Admit Ltrs. Add Compass Sessions	12	13 *NSO – 9 am Bham *NSO – 1 pm Bess Email Inquiry Data-L drive	14 Residency Ltrs. Transfer Credit Report	15 Upload Compass	16
17	18 Conditional Sr09 Ltrs Admit Ltrs.	19	20 Email Inquiry Data-L drive	21 Summer classes begin Registration- Summer Email GED Course Requests	22 Upload Compass	23 Admissions – Open am Records – Open am
24	25 Conditional Sr09 Ltrs Admit Ltrs.	26 Drop / Add Begins Amend <a href="mailto:admissions@lawsonstate.edu">admissions@lawsonstate.edu</a> message	27 Email Inquiry Data-L drive Amend Inquiry Letter	28 Drop / Add Ends Create <u>Fall</u> Admissions Letters Set	29 Upload Compass Amend Orientation Info.-Web	30
31						

# June 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Fall ADN Deadline Admit Ltrs. Modify Admissions Ltrs-include NSO dates / times.	2 Send Admits Lists to Automotive Programs	3 Reminder Letter- <b>All Seniors 09</b> – re: RR and final HS transcripts. Email Inquiry Data-L drive	4 Nursing GPAs Final <b>Summer</b> Transfer Credit Report	5 Upload Compass Nursing GPAs	6 ACT TEST 6
7	8 Admit Ltrs. Nursing GPAs Transfer Credit Report	9	10 Email Inquiry Data-L drive	11	12 Upload Compass	13
14	15 ACT6 data download Merge names / letters / view books / mail. Admit Ltrs.	16 Distribute ACT6 data to recruiters. <b>*Compass Testing for Seniors 09</b>	17 Email Inquiry Data-L drive <b>*Compass Testing for Seniors 09</b>	18 <b>*Compass Testing for Seniors 09</b>	19 Upload Compass <b>*UNIT GOALS SLO / USE OF RESULTS DUE</b>	20
21	22 Admit Ltrs	23 Email Inquiry Data-L drive	24 ALACRAO	25 ALACRAO	26 ALACRAO	27
28	29 Admit Ltrs. Mail RR reminder ltr.- Su09admits Transfer Credit Report	30 Drop / Add Mini Term 2 Begins / Ends Mini Term 2 Classes Begin				

# July 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Email Inquiry Data-L drive Send Admits Lists to Automotive Programs Re-check NSO facilities requests	2	3 Upload Compass Holiday Observed	4
5	6 Mail NSO Post Cards Set 1 Transfer Credit Report	7	8 Email Inquiry Data-L drive	9 RGCAR Place Processing Hold	10 Upload Compass	11
12	13 Phone-a-thon <b>Pre-registration begins- Fall 2009</b>	14 Phone-a-thon	15 Phone-a-thon Email Inquiry Data-L drive	16	17 Upload Compass Mail NSO Post Cards- Set 2	18
19	20 Admissions Appeals Committee Run MISADMDAT-amend ACCESS Transfer Credit Report	21 *NSO-1 pm- Bham *NSO-6 pm- Bess	22 Email Inquiry Data-L drive *NSO-9 am- Bham *NSO-1 pm- Bess	23 *NSO-6 pm-Bham *NSO- 9 am- Bess	24 Upload Compass	25
26	27 Run MISADMDAT-amend ACCESS	28	29 Email Inquiry Data-L drive	30	31 Upload Compass	

# August 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Run MISADMDAT- amend ACCESS Transfer Credit Report	4	5	6	7 Send Admits Lists to Automotive Programs	8
9	10 Admissions Appeals Committee	11	12 Transfer Credit Report	13	14 Check Occupational Diploma Admits Check DE Applications	15
16	17 *In-Service	18 *In-Service	19	20	21	22 Admissions – Open am Records – Open am
23	24 *Fall Classes Begin Email GED Course Requests	25	26	27	28 Amend Inquiry Letter	29 Admissions – Open am Records – Open am
30	31					