AUP Academic Calendar 2015-2016 ADCOM Action # 2014-118, 7-23-2014

Adventist University of the Philippines **ACADEMIC CALENDAR**

Academic Year 2015-2016

1st Semester (August to December)

AUGUST 2015						
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30	31					

SEPTEMBER 2015

- 3-7 Readmission/Pre-registration & Registratio
- 5 Start-of-Sem Clearance 1st Semester
- 5-6 Registration for Medical Students
 7 WORKERS' MEETING: HR/President's Hour
- 9 COM Inauguration (AM) White Coat Ceremony (PM) 10 COM Start of Classes
- 10-11 General Registration 1st Semester (Gym)
 11 General Orientation New Students (pm)

 - 12 Start of Classes All Levels
 - 14 Student Convocation: President's Hour
 - 20 Submission of Teachers' Loads for 1st semester
- 19 Filipino Day
 21 NINOY AQUINO DAY (Non-Working Holiday)
- 28 Devotional & Meeting (separate by areas:
 Admin., Academics, Finance, Student Services)
- 23 College Acquaintance Night
 28 Last Day of Registration 1st Semester
- 31 NATIONAL HEROES DAY

 4 Submission of Summary of Enrollment (National/Foreign)
- & SSD Opening Report from RAO to VPA
 4 WORKERS' MEETING: HR/President's Hou
- 9-10 Preliminary Examinations
 11 Student Convocation: VPA/Academic Emphasis
- 16 Submission of Course Offerings by Depts
- 18 Devotional & Meeting (separate by areas: Admin., Academics, Finance, Student Services)
 23 Submission of Course Offerings by Colleges
- 25 Deadline of Seniors' Application for Graduation (December 2015 and May 2016)
- 25 Student Convocation: VP Students' Services/Forum

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OCTOBER 2015 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

- KERS' MEETING: HR/President's Hour
- Election of College representatives to Senior Class
 Submission of CO and Summary of Teachers' Loads for 2nd Sem to VP Academics
- 7-8 Mid-Term Examinations
- 9 Student Convocation: VP Finance
- 15 CON Capping Ceremony
- 16 Devotional & Meeting (separate by areas: Admin., Academics, Finance, Student Services) 19-24 Workers and Students' Week of Prayer
- 23 Posting of Course Offerings in Bulletin Board
- 26-27 SGS Surveillance
 - 30 Senior Class Organization
 - 30 CES Day

NOVEMBER 2015						
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- 1 All Saints Day 2-27 Performance Evaluation of Workers
 - 6 WORKERS' MEETING: HR/President's Ho
 - 6 Deadline for Submission of reports to ACSCU-AAI/ AAA and PACUCOA
- 9-10 Pre-Final Examinations
- 13 Last Day of Dropping of Subjects
- 13 Student Convocation: Ingathering Promotion
- 16 Start of Admission for 2nd Semester
- 20 Devotional & Meeting (separate by areas: Admin., Academics, Finance, Student Services)
 20-22 ISA Week-end

- 22 PE Night
 23 Posting of Course Offerings in the AOLIS
- 30 Bonifacio Day

DECEMBER 2015 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

- 2-3 Exam Moderation 4 WORKERS' MEETING: HR/President's Hour
- 6-8 Final Examinations
- 11 Professional Growth Seminar (Academic Team) 11 Submission of SSD Closing Reports from RAO to VPA
- 11-16 Teachers' Encoding of Grades & Deadline for Submission of 1st Sem Grade Sheets/
 - Syllabi Making Days

 16 Deadline for End-of-Semester Clearance
- 17 Workers' Year-End Fellowhip 18-Jan 3 Christmas and New Year Break
- 21-31 Teachers' Vacation
 - 25 CHRISTMAS DAY
 - 30 RIZAL DAY
 - 31 Special Non-Working Holiday

Intersemester 2016 (June to July)

JUNE 2016 W T F 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

- 1 Deadline for Recommendations for Promotion, Ranking, Transfer, Hiring, Change of Employment Status
- 3 WORKERS' MEETING: HR/President's Hou
- 6 Deadline for Start-of-Semester Clearance
- 6-7 General Registration-Intersemeste
- 7 General Orientation New Students (pm)

2nd Semester (January to May)

JANUARY 2016						
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FEBRUARY 2016

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MARCH 2016

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APRIL 2016

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New Years' Day (Regular Holiday)

- 4-8 Re-admission/Pre-registration & Registration
- 6 Start-of-Sem Clearance 2nd Semester
 8 WORKERS' MEETING: HR/President's Hour
- 11-12 General Registration 2nd Semester (Gym)
 - 12 General Orientation New Students (pm)

 - 13 Start of Classes 15 Student Convocation: President's Hour/Forum
- 19 Final Approval of Candidates for Graduation/Honors (December 2015 Graduates)
 20 Submission of Teachers' Load for 2nd Sem
- 22 Devotional & Meeting (separate by areas: Admin., Academics, Finance, Student Services)
 24 College Acquaintance Night
- 25-27 Budget Preparation & Hearing
- 27 Last Day of Registration 2nd Semester
- 29 Student Convocation/Forum
- Submission of Summary of Enrollment(National/Foreign) & SSD Opening Report from RAO to VPA
- 4-7 University Foundation Day Celebration/Colleges Days/Alumni HC 5 WORKERS' MEETING: HR/President's Hour
- 5 Submission of Course Offerings for Intersem by Dept. 8 CHINESE NEW YEAR
- 10-11 Preliminary Examinations
 12 Student Convocation: VPA Seniors' Presentation
- **12-14** Career WeeK and Hosting of Academy Seniors
 17 Submission of Course Offerings College Deans to VPA
- 19 Devotional & Meeting (separate by areas: Admin...
- Academics, Finance, Student Services)
 21 Colleges' Day & Alumni Homecoming by Colleges
- 26 Student Convocation: VPF/Forum

 4 WORKERS' MEETING: HR/President's Hour
- 7 Submission of 1st Sem Course Offerings by Depts. 9-10 Mid-Term Examinations
- 11 Student Convocation: VPSS/Forum
- 14 Submission of Intersem Course Offerings from
- Department to College
 16 Submission of 1st Sem Course Offerings to VPAA
- 17 Posting of Course Offerings in Bulletin Boards
 18 Devotional & Meeting (separate by areas: Admin.,
- Academics, Finance, Student Services) 24-25 Holy Thursday & Friday

 - 28 Start of Salary Audit
 1 WORKERS' MEETING: HR/President's Hour
 - 4 Start Action Planning
 - 4-9 Workers and Students' Week of Praver 6-7 Pre-=Final Examinations
 - 15 Students' Convocation: SA
 15 Devotional & Meeting (separate by areas: Admin.,
 - Academics, Finance, Student Services)

 18 Start of Filing Seniors' Academic & Financial Clearance
 - 18 Posting of Course Offerings in AOLIS
 - 20 Last Day of Dropping of Subjects 24 PE Night

 - 29 Deadline for Submission of Study Leave Requests
 - 29 Students' Convocation: SA 1 Labor Day (Regular Holiday)
 - 2 Start of Admission for Interse 4-5 Exam Moderation
- 6 WORKERS' MEETING: HR/President's Hour 11-12 Final Examinations
- 13 Submission of SSD Closing Reports from RAO to VPA 17 Day Care Graduation
- 18-19 Teachers' Encoding of Grades & Deadline for Submission of 2nd Semester Grade Sheets Syllabi Making Days 19 AUPE Graduation
- 20 Devotional & Meeting (separate by areas: Admin.,
- Academics, Finance, Student Services)
 20-22 AUPA Graduation
 - 20 Deadline for End-of-Sem Clearance
- 23 General Graduation Rehearsal (am) 23 Alumni Banquet (pm)
- 24 Deadline for Submission of Bound Copies FS/Thesis (CGS)
- 24 Deadline for Seniors' Academic & Financial Clearances 24 List of Honor Students Approval (Academic Council)
- 24 Final Approval of Candidates for Graduation
 25 Start of Re-admission/Pre-registration (Intersemester)
- 27-29 GRADUATION DAY
- 30-Jun 3 Teachers' Vacation (May 30-June 3)
- 1 WORKERS' MEETING: HR/President's Hour
- 4-5 Mid-Term Examinations 11 Start of Admission for next semeste
- 11 AUPA/AUPE Start of Registration 15 Devotional & Meeting (separate by areas: Admin., Academics, Finance, Student Services)
- 14-15 Exam Moderation
- 20-21 Final Examinations
- 22 Posting of Course Offerings in Bulletin Boards 25-28 Teachers' Encoding of Grades & Deadline for
- AOLIS
- Clearance
- al Retreat
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JULY 2016

8 Start of Classes - Intersem 12 Independence Day (Regular Holiday) 13 Start of Budget Hearing & Preparation 15 Last Day of Registration 17 Devotional & Meeting (separate by areas:

Admin., Academics, Finance, Student Services)	31					
College Acquaintance Night						
Submission of Teachers' Loads for Intersemester						
Submission of Summary of Enrollment (National/Foreign) from RAO to VPA						
Submission of Course Offerings by Departments						

19	College Acquaintance Night	Submission of Intersemester Grade Sheets
20	Submission of Teachers' Loads for Intersemester	27 Posting of Course Offerings in AOLIS
20	Submission of Summary of Enrollment (National/Foreign) from RAO to VPA	28 Deadline for End-of-Semester Clearance
22	Submission of Course Offerings by Departments	29-31 Workers' Social and Spiritual Retreat
27	Submission of Course Offerings by Colleges	•

20 Submission of Teachers' Loads for Intersemester	27 Posting of Course Offerings in A
20 Submission of Summary of Enrollment (National/Foreign) from RAO to VPA	28 Deadline for End-of-Semester C
22 Submission of Course Offerings by Departments	29-31 Workers' Social and Spiritual
27 Submission of Course Offerings by Colleges	