### REQUIRED DEADLINES FOR ALL COURSE DIRECTORS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Portal (CastleBranch)</td>
<td>February 1, 2020</td>
</tr>
<tr>
<td>Annual Retreats</td>
<td>Spring – TBD</td>
</tr>
<tr>
<td>Course Report Final Corrections/Review</td>
<td>September 19; October 17; and November 21, 2019</td>
</tr>
<tr>
<td>Course Reports Review by EPC</td>
<td>November, December, January</td>
</tr>
<tr>
<td>Leo Course Rollover 2020-2021</td>
<td>March 1, 2020</td>
</tr>
<tr>
<td>Leo Course Rollover verification</td>
<td>March 1-15, 2020</td>
</tr>
<tr>
<td>Leo goes “LIVE” for students to see (2 wks prior to orientation)</td>
<td>June 10, 2020</td>
</tr>
<tr>
<td>Orientation Dates</td>
<td>June 24-29, 2019</td>
</tr>
<tr>
<td></td>
<td>October 21-25, 2019</td>
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<tr>
<td></td>
<td>March 2-6, 2020</td>
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<tr>
<td></td>
<td>Intersessions</td>
</tr>
<tr>
<td>Syllabus</td>
<td>June 11, 2019</td>
</tr>
<tr>
<td>Course Evaluation – Summer</td>
<td>June 1, 2019</td>
</tr>
<tr>
<td>Course Evaluation – Fall</td>
<td>July 12, 2019</td>
</tr>
<tr>
<td>Course Evaluation – Spring</td>
<td>December 6, 2019</td>
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</tbody>
</table>