

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]****FALL SEMESTER 2019**

MONTH	SEPTEMBER 2019		
DATE	DAY	WEEK	ACTIVITIES
1-5	SUN-THU		Meeting with Admin/SSD for the registration of courses [Repeating/SAP/TOC] Orientation week of faculty & staff
6	FRI	1	<ul style="list-style-type: none"> • First day of classes for Sophomore, Junior & Senior Level • Start of repeating course registration • Start Submission of attested HS/O level certificate • Allocation of dissertation/Internship guide [check in portal] • Book collection from Library • Review of statement of account in portal • Collection of additional invoices from SSD • Start of TOC students counseling • Start of SAP students counseling
16	MON	2	PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)
17	TUE	2	<ul style="list-style-type: none"> • Orientation - Dissertation • Start of Dissertation <ul style="list-style-type: none"> ○ Distribution of Letter and File ○ Distribution of Dissertation Guidelines • Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal • Start of Visa students counseling • Start of "Zero" attendance counseling • Deadline to drop the course without any penalty – So/Jr & Sr Level • Start of Hostel students counseling
20	FRI	4	<ul style="list-style-type: none"> • First day of classes for new intake • Orientation - Dean / Registrar and Advisory Orientation for the new intake <ul style="list-style-type: none"> ○ Distribution of Admission kit ○ Distribution of Handbook ○ Distribution of Books • Collection of Graduation plan for TOC students



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]

			<ul style="list-style-type: none"> • Start of Internship registration [Sr Students] – Online registration [SSD] – for Spring 2020 semester • Start of Graduation application submission [Sr Students] – Online registration [SSD] – for Spring 2020 semester • Start of Graduation Counseling [Sr Students] • Start of Graduate survey • Start of Rewardship, clubs & committees • Update of student data • Marketing survey • International students data update to Parents
21	SAT	4	<ul style="list-style-type: none"> • Deadline to drop the course [TOC Students] without any penalty – Freshman Level • Start of Scholarship application to SSD • Start of Low attendance counseling • Review of Portal updates • Start of Low GPA counseling

MONTH		OCTOBER 2019		
DATE	DAY	WEEK	ACTIVITIES	
4	FRI	5	<ul style="list-style-type: none"> • Advisory Presentation to all students [SO/JR/SR] • PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices) • Start of “Zero” attendance counseling 	
5	SAT	5	<ul style="list-style-type: none"> • Deadline to pay monthly fees • Deadline of repeating course registration • Deadline for Addition of course – So,Jr & Sr Level [sap students, repeating course] • Deadline for the submission of scholarship application to SSD • Attendance review and update the list on notice board <ul style="list-style-type: none"> ○ List of students who’s attendance less than 75% • Review of Portal updates 	

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]**

11-12	FRI-SAT	6	<ul style="list-style-type: none"> Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor Clearance of Tuition fees till Mid-term exam Collection of Hall ticket from Finance Department <p>1st Meeting :All Students are required to meet the Advisors before the mid-term week to discuss the following:</p> <ul style="list-style-type: none"> Review of document submission Graduating students academic status review Semester progression review Attendance review [SAP & VISA students] Progress Meeting of Dissertation / Internship/Internship Project SAP case review Assessments marks / class test Repeating course review Financial review Provisional Admission review Any other Academic or Academic Support related issues
12	SAT	6	Start of low attendance counseling
19	SAT	7	<ul style="list-style-type: none"> Deadline of Internship/Internship Project registration [Sr Students] – Online registration [SSD] – for Spring 2020 semester Deadline of Graduation application submission [Sr Students] – Online registration [SSD] – for Spring 2020 semester Deadline of Graduation Counseling [Sr Students] Deadline of Graduate survey
18-19	FRI-SAT	7	<ul style="list-style-type: none"> Clearance of Tuition fees before the Mid-term exam Portal Blocking [if any pending issues by the student] To check all the assessment marks prior to the Mid-term exam [Students], if any complaints immediately contact your Faculty or Advisors.
31 OCT – 02 NOV	THU-SAT	9	<ul style="list-style-type: none"> Mid Term Examinations Start of Exam absentees counseling

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]**

MONTH		NOVEMBER 2019		
DATE	DAY	WEEK	ACTIVITIES	
2	SAT	9	Deadline to pay monthly fees. PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)	
6	WED	10	Declaration of Mid-term results	
7-11	THU-MON	10	Appeal against grades and reviewing the papers with the Faculty	
14	THU	11	Graduation Ceremony [MORNING] – UNIVERSITY CITY HALL - TENTATIVE	
12-14	TUE-THU	11	<ul style="list-style-type: none"> • Mitigation submission week • Review of Progress of Dissertation/Internship work 	
09	SAT	11	<ul style="list-style-type: none"> • Advisory Meet and Academic faculty feedback presentation • Academic Faculty Feedback • Display of Stopped student list due to low attendance on notice board 	
16	SAT	11	Presentation to BBA students <ul style="list-style-type: none"> • Overview of MBA • GMN Network • Alumni 	
9	MON	10	Prophet Mohammed’s Birthday – Tentative	
22-23	FRI-SAT	12	2nd Meeting : All Students are required to meet the Advisors before the final exam week to discuss the following: <ul style="list-style-type: none"> ▪ CGPA review for SO accelerated students ▪ Review of document submission ▪ Graduating students academic status review ▪ Semester progression review ▪ Attendance review [SAP & VISA students] ▪ Progress Meeting of Dissertation / Internship/Internship Project ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review 	



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]

			<ul style="list-style-type: none"> ▪ Provisional Admission review Any other Academic or Academic Support related issues <ul style="list-style-type: none"> • Mitigation Exams • International students data update to Parents
25	MON	12	Result declaration of Mitigation exams
30	SAT	13	MARTYRS' DAY
29	FRI	13	<ul style="list-style-type: none"> • Deadline – submission of Dissertation/Internship [Sr Students] • Last day for the submission of attested copy of HS/O level certificate [freshman levels] • Collection of Hall ticket from Finance Department

MONTH	DECEMBER 2019		
DATE	DAY	WEEK	ACTIVITIES
2	MON	12	UAE National Day
7	SAT	14	Deadline to submit all the assessments
1	SUN	13	PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)
6-7	FRI-SAT	14	<ul style="list-style-type: none"> • Revision Classes • Clearance of Tuition fees before the final exam • Portal Blocking [if any pending issues by the student] • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisors. • VIVA for the Dissertation & Internship Project
7 DEC	SAT	13	Last day of the class
12-14	THU-SAT	14	<ul style="list-style-type: none"> • Final Examinations • Exam absentees counseling
18	WED	14	<ul style="list-style-type: none"> • Declaration of Fall Semester results • Repeating course registration for Spring 2020 semester
19	THU	16	<ul style="list-style-type: none"> • Review of Major & Overall CGPA for Sr. Students • Review of SAP/LOW attendance / TOC / SAP students • Final return of Library books • International students data update to Parents
15 DEC- 2 JAN	SUN-THU	16-18	Inter Semester breaks.



SKYLINE UNIVERSITY COLLEGE

PO Box 1797 - University City of Sharjah, UAE
Tel No.: 00971 6 544 1155 Fax No.: 00971 6 544 1166



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]

19-26	WED-THU	19	<ul style="list-style-type: none">• Appeal against grades• Mitigation Submission• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]
-------	---------	----	--

MONTH	JANUARY 2020		
DATE	DAY	WEEK	ACTIVITIES
3-4	FRI-SAT	19	Re-sit & Mitigation Examinations of Fall Semester
8	WED	20	Result declaration of Re-sit & Mitigation Examinations of Fall Semester

SPRING 2020 SEMESTER COMMENCEMENT

OLD INTAKE : **10th JANUARY 2020**



**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]****SPRING SEMESTER 2020**

MONTH	JANUARY 2020		
DATE	DAY	WEEK	ACTIVITIES
10	FRI	1	<ul style="list-style-type: none"> • Start of the classes for Sophomore, Junior & Senior Level • Books collection from library • Review of statement of account in portal • Start of Financial Counseling
17	FRI	2	<ul style="list-style-type: none"> • Allocation Internship allocation [Sr. students] – check portal • Drop day [Deadline to drop the course without any penalty] – Sophomore/Junior & Senior Level • Start of Submission of attested HS/O Level certificate
17	FRI	3	<ul style="list-style-type: none"> • First day of classes for new intake • Orientation - Dean / Registrar and Advisory Orientation for the new intake <ul style="list-style-type: none"> ○ Distribution of Admission kit ○ Distribution of Handbook Distribution of Books • Deadline for Addition of course - Sophomore/Junior & Senior Level [sap students, repeating course, TOC students]
18	SAT	2	<ul style="list-style-type: none"> • PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices) • Orientation - Internship / Internship Project • Start of Internship/ Internship Project for Sr. students <ul style="list-style-type: none"> ○ Distribution of Letter and File ○ Distribution of Internship & Internship Project Guidelines • Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal
24	FRI	4	<ul style="list-style-type: none"> • CPD Orientation to BBA students • Deadline to drop the course without any penalty – Freshman Level [Jan 2020] <p>Start of “Zero” attendance counseling</p>

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]**

MONTH		FEBRUARY 2020	
DATE	DAY	WEEK	ACTIVITIES
31 JAN	FRI	4	Registration Start for: <ul style="list-style-type: none"> Professional Development Skills Course – Online registration Graduation Survey Update Student Data
1	SAT	4	Advisory presentation to all students [JR/SR]
2	SUN	5	PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)
7	FRI	5	<ul style="list-style-type: none"> Deadline to pay monthly fees. Start of LOW GPA counseling Start of Financial counseling Attendance review and update the list on notice board
14-15	FRI-SAT	6	Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor 1st Meeting : All Students are required to meet the Advisors before the mid-term week to discuss the following: <ul style="list-style-type: none"> Counseling for SO accelerated students Review of document submission Graduating students academic status review Semester progression review Attendance review [SAP & VISA students] Progress Meeting of Dissertation / Internship/Internship Project SAP case review Assessments marks / class test Repeating course review Financial review Provisional Admission review <ul style="list-style-type: none"> Any other Academic or Academic Support related issues Start of LOW attendance counseling
21	FRI	7	<ul style="list-style-type: none"> Deadline to register for Professional Development Course Deadline for Graduate survey
21-22	FRI-SAT	8	<ul style="list-style-type: none"> Clearance of Tuition fees before the Mid-term exam Portal Blocking [if any pending issues by the student] To check all the assessment marks prior to the Mid-term exam [Students], if any complaints immediately contact your Faculty or Advisors.



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]

MONTH	MARCH 2020		
DATE	DAY	WEEK	ACTIVITIES
5-7	THU-SAT	9	<ul style="list-style-type: none"> • Mid Term Examinations • Start of Exam absentees counseling
1	SUN	9	<ul style="list-style-type: none"> • PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices) • Start of LOW attendance counseling • Start of LOW GPA counseling • Review of Portal updates
11	WED	10	Declaration of Mid-term results
11-17	WED-TUE	10	Appeal against grades and reviewing the papers with the Faculty
11-15	WED-SUN	10	<ul style="list-style-type: none"> • Mitigation submission week • Review of Dissertation / Internship work
20-21	MON-WED	11	MITIGATION EXAM
20	FRI	11	<ul style="list-style-type: none"> • Advisory Meet / Presentation of Academic Feedback • Start of Academic Feedback • International students data update to Parents • CPD Orientation to BBA students • Presentation to BBA students <ul style="list-style-type: none"> ○ Overview of MBA ○ GMN Network ○ Alumni
20-21	FRI-SAT	11	<p>Updating attendance till previous week [Faculty + Students]; Review by students and if any discrepancy discuss with advisor</p> <p>2nd Meeting : All Students are required to meet the Advisors before the final exam week to discuss the following:</p> <ul style="list-style-type: none"> ▪ Counseling for SO accelerated students ▪ Review of document submission ▪ Graduating students academic status review ▪ Semester progression review ▪ Attendance review [SAP & VISA students] ▪ Progress Meeting of Dissertation / Internship/Internship Project



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]

			<ul style="list-style-type: none"> ▪ SAP case review ▪ Assessments marks / class test ▪ Repeating course review ▪ Financial review ▪ Provisional Admission review <ul style="list-style-type: none"> • Any other Academic or Academic Support related issues • Repeating course registration starts for the Summer 2018 semester [Previous Failures]
22 MAR – 2 Apr	SUN – THU	12	Inter-semester Break
29	SUN	12	PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)

MONTH	APRIL 2020		
DATE	DAY	WEEK	ACTIVITIES
10	FRI	13	<ul style="list-style-type: none"> • Deadline to submit Internship / Internship Project [Sr students] • Deadline to submit all the assessments • Display of Stopped student list due to low attendance on notice board
23 APR	MON		Start of Ramadan [subject to sighting of the moon]
24-25	FRI-SAT	14	<ul style="list-style-type: none"> • Revision Classes • Portal blocking [if any pending issues by the student] • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisor. • VIVA for the Dissertation & Internship Project



SKYLINE UNIVERSITY COLLEGE

PO Box 1797 - University City of Sharjah, UAE
Tel No.: 00971 6 544 1155 Fax No.: 00971 6 544 1166



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]

MONTH	MAY 2020		
DATE	DAY	WEEK	ACTIVITIES
2	SAT	15	<ul style="list-style-type: none">• Last day of the class• Collection of Hall ticket from Finance Department
07-09	THU-SAT	16	<ul style="list-style-type: none">• Final Examinations• Start of Exam absentee counseling
13	WED	17	Result declaration of final exam
15-16	WED-SAT	17	<ul style="list-style-type: none">• Appeal against grades• Mitigation Submission• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]
22-23	FRI-SAT	18	Re-sit & Mitigation Examinations
27	WED	19	Result declaration of Re-sit & Mitigation Examinations

SUMMER 2020 WILL COMMENCE FROM:

OLD INTAKE: 15th MAY 2020

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]****SUMMER SEMESTER 2020**

MONTH		MAY 2020		
DATE	DAY	WEEK	ACTIVITIES	
15	FRI	1	<ul style="list-style-type: none"> • First day of classes for Old Intake • Start of repeating course registration • Start Submission of attested HS/O level certificate • Book collection from Library • Review of statement of account in portal • Collection of additional invoices from SSD • Start of TOC students counseling • Start of SAP students counseling 	
17	SUN	1	PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)	
22	FRI	2	<ul style="list-style-type: none"> • Deadline to drop the course without any penalty • Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal /Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD • Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal 	
23	SAT	2	Advisory presentation to all students International students data update to Parents	
29	FRI	3	<ul style="list-style-type: none"> • First day of classes for new intake • Orientation - Dean / Registrar and Advisory Orientation for the new intake <ul style="list-style-type: none"> ○ Distribution of Admission kit ○ Distribution of Handbook ○ Distribution of Books • Collection of Graduation plan for TOC students • Book collection from Library • Review of statement of account in portal 	
29-30	FRI-SAT	4	<ul style="list-style-type: none"> • Deadline to pay monthly fees. • Attendance review and update the list on notice board • Start of LOW CGPA students counseling • Start of Low attendance counseling 	

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]**

MONTH	JUNE 2020		
DATE	DAY	WEEK	ACTIVITIES
5-6	FRI-SAT	4	<ul style="list-style-type: none"> Collection of Hall ticket [Old Intake] from Finance Department Clearance of Tuition fees till mid-term exam
11-13	THU-SAT	5	<ul style="list-style-type: none"> Mid Term Examinations of [Old Intake] Exam Absentees counseling Financial Counseling
17	WED	6	Result Declaration of Mid-term [Old Intake] examinations International students data update to Parents
18-20	THU-SAT	6	<ul style="list-style-type: none"> Appeal against grades and reviewing the papers with the Faculty Mitigation submission week [Old Intake] Mitigation counseling [Old Intake]
21	SUN	6	PORTAL UPDATES (letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD and invoices)
26	FRI	7	<ul style="list-style-type: none"> Deadline to drop the course without any penalty – Freshman Collection of letters - Repeating course / Visa Cancellation / SAP/ Financial / Withdrawal / Accelerated info. / Progression / Academic Status / Fees outstanding / undertaking follow-up / Re-activation letters from SSD Collection of Invoice - Invoice of repeating course/Hostel/Re-activation/Postponement/Withdrawal
27	SAT	7	<ul style="list-style-type: none"> Deadline to pay monthly fees. Collection of Hall ticket [New Intake] from Finance Department Clearance of Tuition fees till mid-term exam Attendance review and update the list on notice board Start of LOW CGPA students counseling Start of Low attendance counseling
26-27	FRI-SAT	7	<ul style="list-style-type: none"> Mitigation Exams [Old Intake] International students data update to Parents

**INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]**

MONTH	JULY 2020		
DATE	DAY	WEEK	ACTIVITIES
1	WED	7	Result declaration of Mitigation exams [Old Intake]
3-4	FRI-SAT	7	<ul style="list-style-type: none"> • Mid Term Examinations of [New Intake] • Exam Absentees counseling • Financial Counseling
8	TUE	8	Result Declaration of Mid-term [New Intake] examinations
8-11	WED-SAT	8	<ul style="list-style-type: none"> • Appeal against grades and reviewing the papers with the Faculty • Mitigation submission week [New Intake] • Mitigation counseling [New Intake]
11	SAT	9	<ul style="list-style-type: none"> • Last day for the submission of attested copy of HS/O level certificate [Freshman levels] • Deadline to submit all the assessments • Last day of the class [Old Intake]
10-11	FRI-SAT	9	<ul style="list-style-type: none"> • Revision Classes [Old Intake] • Clearance of Tuition fees before the final exam • Collection of Hall ticket from Finance Department • Portal Blocking [if any pending issues by the student] • To check all the assessment marks prior to the final exam [Students], if any complaints immediately contact your Faculty or Advisors.
16-18	THU-SAT	10	<ul style="list-style-type: none"> • Final Examinations [Old Intake] • Exam absentees counseling
17-18	FRI-SAT	11	Mitigation Exams [New Intake]
22	TUE	12	Declaration of results Final Exam [Old Intake]
22	TUE	12	Declaration of results Mitigation exams [New Intake]
22-25	WED-SAT	12	<ul style="list-style-type: none"> • Appeal against grades [Old Intake] • Mitigation Submission • Meeting with Admin for the registration of courses [Repeating/SAP/TOC]
25	SAT	12	<ul style="list-style-type: none"> • Last day for the submission of attested copy of HS/O level certificate [Freshman levels] • Deadline to submit all the assessments • Last day of the class [New Intake]
31-01	FRI-SAT	13	Re-sit & Mitigation Examinations [Old Intake]
31-01	FRI-SAT	13	<ul style="list-style-type: none"> • Final Examinations [New Intake] • Exam absentees counseling



INSTITUTIONAL CALENDAR FOR ACADEMIC YEAR 2019-2020 – [BBA - WEEKEND]

MONTH	AUGUST 2020		
DATE	DAY	WEEK	ACTIVITIES
5	WED	13	Result declaration of Re-sit & Mitigation Examinations [Old Intake]
5	WED	13	Declaration of results Final Exam [New Intake]
5-8	WED-SAT	14	<ul style="list-style-type: none">• Appeal against grades [New Intake]• Mitigation Submission• Meeting with Admin for the registration of courses [Repeating/SAP/TOC]
14-15	FRI-SAT	15	Re-sit & Mitigation Examinations [New Intake]
19	WED	15	Result declaration of Re-sit & Mitigation Examinations [New Intake]

FALL 2020 SEMESTER COMMENCEMENT

OLD INTAKE : 4th SEPTEMBER 2020