

SOS SCHEDULE - SPRING 2019

FOR SOS COORDINATORS

PHASE	WEEK	DATE	PHASE	WEEK	DATE
RECEIVE SUPPLY ORDER FORM	5	Feb 4	DISTRIBUTE MATERIALS TO FACULTY ¹	12-13	Apr 1 - 12
RECEIVE SOS LABELS	5-6	Feb 6-13	IDENTIFY NEED FOR EXPEDITED SVC ²	12-15	Apr 1 - 26
DEADLINE FOR SUPPLY ORDERS	6	Feb 15	FACULTY WILL ADMINISTER SOS ¹	14-15	Apr 15 - 26
APA WILL PACKAGE SUPPLY ORDERS	7	Feb 21-25	WEBSITE LOCKS TO ADMINISTRATION ³		May 9
RECEIVE SUPPLIES	8	Feb 26-28	DEADLINE FOR ALL SOS PACKETS ⁴		May 10
ASSEMBLE MATERIALS FOR FACULTY	9-11	Mar 11 - 29	RECEIVE EMAIL SOS IS COMPLETED		Approx. June 7

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

Notes:

1. These suggested dates are based on 16-week courses. For shorter courses, adjust dates accordingly.
2. Identify which faculty will need expedited service. Follow procedures in [SOS Manual](#).
3. While the website is locked for processing, SOS archived data is accessible through the [Archive of SOS Reports \(Internal Reports\)](#).
4. SOS packets ***must be received in WA 312U by Friday, May 10***. Packets received after the deadline may not be processed.