



MEMO

DATE: July 22, 2024
TO: Department Heads, Graduate Coordinators, Deans
FROM: Jim Ahern, Vice Provost & Dean, Graduate Education
RE: Graduate Student Timely Registration

[The following is an updated version of the 2023 timely registration memo]

Late graduate student registration has been an ongoing issue at UW. Late registrations lead to enrollment estimates that underestimate the actual, final graduate student enrollments for any semester. Furthermore, late graduate student registration results in delayed hiring of graduate assistants.

Because of the heightened importance of timely graduate student registration, please communicate to your students that they should enroll for fall semester classes by no later than **August 1** and for spring classes by no later than **January 1**.

As a [reminder](#), August 1 is the deadline to take the Oral Proficiency Interview (OPIc) exam for any international students to be hired as fall GTAs.