

IMPORTANT DATES AND DEADLINES FOR SUMMER PLANNING

October 13, 2014	Summer Banner Data Entry Open Departments begin entering course offerings directly into Banner. Contact Megan Flory in the Registrar's Office for assistance mflory@uoregon.edu .
October - November 2014	Training Sessions for Banner Data Entry Registrar's Office offering Summer overview presentations to help with your data entry. See Registrar's summer page for more information on training sessions. http://registrar.uoregon.edu/faculty_staff/academic_scheduling/course_scheduling_information
January 9, 2015	Banner closed to departments Deadline to enter Summer course offerings into Banner.
January 12-16, 2015	Dean's Office uploads courses from Banner to Summer Term Planner Application
January 19, 2015	Dean's Office sends template to departments for submitting instructor and budget information.
January 28, 2015	Departments send instructor and budget information to Dean's Office.
February 2-6th, 2015	Dean's office enters budget and instructor information into Summer Term Planner Application
February 9, 2015	Dean's office sends alert to departments that break-even reports ready to view Departments will view break even reports in the summer term planner. They will not be able to access the planner to make changes to schedule and/or budgets. Those changes need to go through the Dean's office staff and the Registrar's Office.
February 23 – March 4, 2015	Departments review schedule summary from Banner. Minor corrections only. Send minor corrections only, directly to RO (these should not affect budget). Dean's office staff meets individually with departments about their break-even reports.
March 4, 2015	Deadline to submit summer unclassified RTOs to the Dean's Office (department close and send hard copy)
March 6, 2015	Summer class schedule goes online
April 3, 2015	Priority deadline to send all GTF information to Alicia de Gonzalez in the Dean's Office For each GTF: Course assignment w/CRN, name, UO ID, GTF level, base rate, FTE/course pay (if you didn't have this information when you sent budget information). This deadline will help us make the Graduate School's deadline of the first Friday in May.
April 10, 2015	Dean's Office sends GTF contracts and PRFs to departments. Departments begin gathering signatures.
April 24, 2015	Signed GTF contracts and PRFs due back to Alicia de Gonzalez in Dean's Office
May 4 – 8, 2015	Summer registration begins
June 22, 2015	Summer 2015 classes begin (Zero week classes begin June 15)
September 4, 2015	Summer 2015 classes end

Please contact Alicia de Gonzalez (aliciad@uoregon.edu; 6-3315) when you have questions about CAS Summer Term policies or procedures