

**Summer 2013 Timeline**  
**College of Arts and Sciences**

<b>January - February</b>	Refine schedule, finalize salaries and instructor/GTF assignments
<b>February 11<sup>th</sup> – 15<sup>th</sup></b>	Schedule proof available in Banner; units submit changes
<b>March 8<sup>th</sup></b>	Preferred deadline for RTOs to reach Dean's Office; class schedule goes online
<b>March 18<sup>th</sup></b>	CAS sends GTF information template to units
<b>April 5<sup>th</sup></b>	Deadline for units to return GTF information to Dean's Office
<b>April 15<sup>th</sup></b>	Units will receive GTF paperwork for signature gathering (if info was provided by 4/5)
<b>April 26<sup>th</sup></b>	Preferred deadline for signed GTF paperwork to reach Dean's Office – for paperwork sent to CAS after this point, please notify GTFs that their pay and benefits may be late.
<b>May 6<sup>th</sup></b>	Registration begins

