

IMPORTANT DATES AND DEADLINES FOR SUMMER PLANNING

November 2018	Summer Banner Data Entry Open Departments begin entering course offerings directly into Banner. Contact the Registrar's Office.
November/December 2018	Training Session 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.
January 18, 2019	Banner closed to departments Deadline to enter Summer course offerings into Banner.
January 2019	Dean's Office confirms summer instructor base salaries with departments or reviews proposed changes.
January 21-25, 2019	Dean's Office retrieves course information from Banner and prepares budget templates
January 28, 2019	Dean's Office sends template to departments for submitting instructor and budget information.
February 15, 2019	Departments send instructor and budget information to Dean's Office.
February 18-22, 2019	Dean's Office prepares break-even reports from instructor and budget information
February 25, 2019	Dean's Office sends break-even reports to units Changes need to go through the Dean's Office staff and the Registrar's Office.
February 25 – March 6, 2019	Departments review schedule summary from Banner. Minor corrections only. Send minor corrections that don't affect budget directly to RO. Dean's office staff available to meet individually with departments about their break-even reports.
March 8, 2019	Summer class schedule goes online
March 29, 2019	Deadline to submit summer faculty teaching memos and PRFs to the Dean's Office.
May 3, 2019	DuckDocs EPRFs due to Graduate School. Units will prepare their own EPRFs, but notify your Divisional Specialist as you make any changes to teaching GE assignments.
May 6, 2019	Summer registration begins
June 24, 2019	Summer 2018 classes begin (Zero week classes begin June 17)
September 15, 2019	Summer 2018 classes end

Please contact your Divisional Specialist if you have questions about CAS Summer Term policies or procedures.