

IMPORTANT DATES AND DEADLINES FOR SUMMER PLANNING

November 2017	Summer Banner Data Entry Open Departments begin entering course offerings directly into Banner. Contact the Registrar's Office
November/December 2017	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 12, 2018	Banner closed to departments Deadline to enter Summer course offerings into Banner.
January 15-19, 2018	Dean's Office retrieves course information from Banner and prepares budget templates
January 29, 2018	Dean's Office sends template to departments for submitting instructor and budget information.
February 15, 2018	Departments send instructor and budget information to Dean's Office.
February 19-23, 2018	Dean's office prepares break-even reports from instructor and budget information
February 23, 2018	Dean's office sends alert to departments that break-even reports ready to view Changes need to go through the Dean's office staff and the Registrar's Office.
February 22 – March 7, 2018	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 available to meet individually with departments about their break-even reports.
March 9, 2018	Summer class schedule goes online
March 31, 2018	Deadline to submit summer faculty teaching memos and PRFs to the Dean's Office.
April 3, 2018	Priority deadline to send all GTF information to Divisional Specialist 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 11, 2018	Dean's Office sets up summer teaching GE EPRFs in DuckDocs and send to Departments.
May 4, 2018	DuckDocs EPRFs due to Graduate School.
May 7, 2018	Summer registration begins
June 25, 2018	Summer 2018 classes begin (Zero week classes begin June 18)
September 16, 2018	Summer 2018 classes end

Please contact your divisional specialist if you have questions about CAS Summer Term policies or procedures