

IMPORTANT DATES AND DEADLINES FOR SUMMER PLANNING

November 2016	Summer Banner Data Entry Open Departments begin entering course offerings directly into Banner. Contact the Registrar's Office
November 2016	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 13, 2017	Banner closed to departments Deadline to enter Summer course offerings into Banner.
January 14-15, 2017	Dean's Office uploads courses from Banner to Summer Term Planner Application
February 1, 2017	Dean's Office sends template to departments for submitting instructor and budget information.
February 15, 2017	Departments send instructor and budget information to Dean's Office.
February 16-21st, 2017	Dean's office enters budget and instructor information into Summer Term Planner Application
February 22, 2017	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 22 – March 2, 2017	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 3, 2017	Summer class schedule goes online
March 31, 2017	Deadline to submit summer faculty teaching memos and PRFs to the Dean's Office.
April 3, 2017	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, 2017	Dean's Office sends GTF contracts and PRFs to departments. Departments begin gathering signatures.*
April 29, 2017	Signed GTF contracts and PRFs due back to Divisional Specialist in Dean's Office*
May 8-12, 2017	Summer registration begins
June 19, 2017	Summer 2017 classes begin (Zero week classes begin June 13)
September 17, 2017	Summer 2017 classes end

*Note: GTF contract processing instructions subject to change depending on the electronic submission tool availability. More communication will follow if changes are made to dates/processes.

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