

IMPORTANT DATES AND DEADLINES FOR SUMMER PLANNING

October 28, 2015	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 2015	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 8, 2016	Banner closed to departments Deadline to enter Summer course offerings into Banner.
January 11-15, 2016	Dean's Office uploads courses from Banner to Summer Term Planner Application
January 18, 2016	Dean's Office sends template to departments for submitting instructor and budget information.
January 27, 2016	Departments send instructor and budget information to Dean's Office.
February 1-5th, 2016	Dean's office enters budget and instructor information into Summer Term Planner Application
February 8, 2016	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, 2016	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, 2016	Deadline to submit summer unclassified RTOs to the Dean's Office (department close and send hard copy)
March 4, 2016	Summer class schedule goes online
April 4, 2016	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, 2016	Dean's Office sends GTF contracts and PRFs to departments. Departments begin gathering signatures.
April 29, 2016	Signed GTF contracts and PRFs due back to Divisional Specialist in Dean's Office
May 2 – 6, 2016	Summer registration begins
June 20, 2016	Summer 2016 classes begin (Zero week classes begin June 13)
September 2, 2016	Summer 2016 classes end

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