



## Summer Session 2010 Timeline

*Six-Week Session*      *June 22 – July 30, 2010*  
*Nine-Week Session*      *June 22 – August 20, 2010*

### 2009

- November 2      Planning information to Dean and Department Assistants (includes planning matrix, block schedule, budget information & instructions)
- November 16      Banner system available for course input by departments
- December 31      Preliminary course schedules due from Colleges  
Special course descriptions copy and budgets due from departments
- Late December      Planning documents reviewed, approved and returned to departments

### 2010

- January 21      International Opportunities Fair, 11 am-3 pm, VU MPR – Summer faculty-led travel programs to be promoted
- January 29      Last day Banner system is available to departments for open course input  
Last chance to make Banner updates - changes after this date must be submitted on a Change Form
- February 8      Course Descriptions and Timetable to departments for final proofing
- February 11      Timetable revisions due from departments
- February 16      Summer Session Website activated
- March 1      Draft Contract creation - WXASUMM Form open for department input
- March 15      Faculty/Staff Resource Bulletin distribution
- April 16      Submission date for EESP to receive finalized draft contracts as approved by Dean's offices
- May 3      EESP will begin forwarding final contracts to departments for completion of signature routing process
- May 4      Summer Registration Begins
- June 1      Submission date for EESP to receive signed contracts in order to ensure July 10 pay date
- June 14      Review courses for no or low enrollment
- August 30      Summer Session contracting form closed for 2010 entry.

### **Resource Document website:**

<http://www.acadweb.wvu.edu/eesp/summer/staffresources.shtml>