

Important Dates & Deadlines

First 5-week session	May 21-June 22, 2012
Second 5-week session	June 25-July 27, 2012
Full 10-week session	May 21-July 27, 2012
Special sessions	May 21-August 17, 2012

- 10/17 Deans/departments receive the Summer Call for Courses to plan Summer Semester 2012. Call for Courses information is available online at umt.edu/xls/facstaff/callforcourses/summer.
- 10/31 Departments submit Summer Semester course schedules and budget summaries to deans' offices for approval.
- 11/7 Deans submit approved Summer Semester course schedules and budget summaries to Summer Programs.
- 11/21 Summer Programs in XLS distributes updated 2012 course schedules and budget summaries. Departments may continue to submit dean-approved changes to Summer Programs.
- 11/28 Summer 2012 schedule available for viewing.
- 1/6 Summer Programs distributes the final 2012 course schedules for departmental editing and approval.
- 1/18 Departments return any final changes and final approved budgets to Summer Programs.
- 1/23 **(SUBJECT TO CHANGE)** Students may begin registering for Summer Semester via CyberBear.
- 3/2 Department chairs and deans receive budget and payroll information for review and approval.
- 3/16 Department chairs return approved budget and payroll information to Summer Programs.
- 3/23 Summer Programs processes and obtains signatures on payroll forms, including Request for Personnel Transaction Forms, Extra Compensation Forms, and Graduate Assistant Contracts.
- 4/2 Department chairs approve employee contracts and forward to Academic Deans.
- 4/9 Academic Deans approve employee contracts and forward to Summer Programs.
- 4/23 SELL Dean approves employee contracts and forwards to the Provost's Office.
- 5/11 Signed payroll forms are submitted to HRS, via the Provost's Office.
- 7/1 First 5-week summer session payroll checks are issued.
- 8/1 Second 5-week summer session payroll checks are issued.