

Student Feedback Forms (SFF) - Fall 2021 Administration

Banner Lock Down Dates*

7A	7B	Japan	Rome*	Full Term Courses
Thursday, September 23, 2021	Thursday, November 4, 2021			

Schools/Colleges must review courses that appear in the SFF staging area (SFF Admin Panel) before the lock-down date listed above. All data changes must be corrected in Banner and they will appear in the staging area the next day. All Schools/Colleges should send a confirmation to IRA that courses have been carefully checked for accuracy and are ready to be moved into production, before the lock down date. Remember, submit start/end dates for courses that have no dates listed in course file (i.e., Short Duration courses, etc.). Schools/Colleges will assume responsibility for instructor and student communication for any date set outside this administration schedule.

Online Administration (University Email Schedule)

Instructor emails	Thursday, September 16, 2021	Thursday, November 4, 2021	Monday, November 1, 2021	Tuesday, November 9, 2021	Thursday, October 28, 2021
	Monday, September 27, 2021	Monday, November 15, 2021	Wednesday, November 10, 2021	Thursday, November 18, 2021	Monday, November 8, 2021
	Thursday, September 30, 2021	Thursday, November 18, 2021	Monday, November 15, 2021	Tuesday, November 23, 2021	Thursday, November 11, 2021
	Thursday, October 7, 2021	Tuesday, November 30, 2021	Wednesday, November 24, 2021	Monday, December 6, 2021	Monday, November 29, 2021
Student emails	Thursday, September 30, 2021	Thursday, November 18, 2021	Monday, November 15, 2021	Tuesday, November 23, 2021	Thursday, November 11, 2021
	Monday, October 4, 2021	Monday, November 22, 2021	Wednesday, November 17, 2021	Wednesday, December 1, 2021	Monday, November 15, 2021
	Wednesday, October 6, 2021	Tuesday, November 30, 2021	Tuesday, November 23, 2021	Friday, December 3, 2021	Thursday, November 18, 2021
	Friday, October 8, 2021	Friday, December 3, 2021	Friday, November 26, 2021	Monday, December 6, 2021	Monday, November 22, 2021
	Monday, October 11, 2021	Monday, December 6, 2021	Monday, November 29, 2021	Wednesday, December 8, 2021	Wednesday, November 24, 2021
					Monday, November 29, 2021
					Thursday, December 2, 2021
					Saturday, December 4, 2021
					Monday, December 6, 2021
					Tuesday, December 7, 2021
				Wednesday, December 8, 2021	
e-SFF Closed at 8:00 AM	Tuesday, October 12, 2021	Tuesday, December 7, 2021	Wednesday, December 1, 2021	Thursday, December 9, 2021	Thursday, December 9, 2021
			<i>Closes at 9:00 PM (Japan)</i>	<i>Closes at 2:00 PM (Rome)</i>	
<i>Main Campus Fall Break</i>	<i>Monday, November 22 - Sunday, November 28</i>				
<i>Final Exams</i>	N/A	N/A	12/2 - 12/8	12/10 - 12/16	12/9 - 12/15
<i>Grading Period</i>	10/7 - 10/14	12/8 - 12/10	12/10 - 12/18	12/13 - 12/23	12/9 - 12/18
<i>Last Day to Withdraw</i>	10/4/2021	11/29/2021	11/29/2021	12/9/2021	12/6/2021
It is imperative that course data is checked/confirmed before Banner access is locked down.					
*Banner locks down @3:00 PM	Instructor reminders to add items to the SFF at the "My Course" level	SFF open for instructors (Items from Item Bank must be added by 11:59pm the night before SFF opens for instructors/students)			SFF open for students