

Student Feedback Forms (SFF) - Fall 2019 Online Administrations

Banner Lock Down Dates*

| 7A | 7B | Japan | Rome | Full Term Courses |
|------------------------------|----------------------------|-------|------|-------------------|
| Thursday, September 26, 2019 | Thursday, November 7, 2019 | | | |

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 e-mail Schedule)

| | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------|------------------------------------|------------------------------------|
| Instructor emails | Monday, September 30, 2019 | Monday, November 18, 2019 | Wednesday, November 13, 2019 | Thursday, November 21, 2019 | Monday, November 11, 2019 |
| | Monday, October 7, 2019 | Monday, November 25, 2019 | Thursday, November 21, 2019 | Friday, November 29, 2019 | Monday, November 18, 2019 |
| | Thursday, October 10, 2019 | Tuesday, December 3, 2019 | Wednesday, November 27, 2019 | Thursday, December 5, 2019 | Thursday, December 5, 2019 |
| Student emails | Thursday, October 3, 2019 | Thursday, November 21, 2019 | Monday, November 18, 2019 | Tuesday, November 26, 2019 | Thursday, November 14, 2019 |
| | Monday, October 7, 2019 | Monday, November 25, 2019 | Wednesday, November 20, 2019 | Wednesday, December 4, 2019 | Monday, November 18, 2019 |
| | Wednesday, October 9, 2019 | Tuesday, December 3, 2019 | Tuesday, November 26, 2019 | Friday, December 6, 2019 | Thursday, November 21, 2019 |
| | Friday, October 11, 2019 | Friday, December 6, 2019 | Friday, November 29, 2019 | Monday, December 9, 2019 | Monday, November 25, 2019 |
| | Monday, October 14, 2019 | Monday, December 9, 2019 | Monday, December 2, 2019 | Wednesday, December 11, 2019 | Wednesday, November 27, 2019 |
| | | | | | Monday, December 2, 2019 |
| | | | | | Thursday, December 5, 2019 |
| | | | | | Saturday, December 7, 2019 |
| | | | | | Monday, December 9, 2019 |
| | | | | | Tuesday, December 10, 2019 |
| | | | | Wednesday, December 11, 2019 | |
| SFF Closed at 8:00 AM | Tuesday, October 15, 2019 | Tuesday, December 10, 2019 | Wednesday, December 4, 2019 | Thursday, December 12, 2019 | Thursday, December 12, 2019 |
| | <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 25 - Sunday, December 1</i> | | | | |
| <i>Final Exams</i> | N/A | N/A | 12/5 - 12/11 | 12/13 - 12/20 | 12/12 - 12/18 |
| <i>Grading Period</i> | | | | | |
| <i>Last Day to Withdraw</i> | 9/25/2019 | 11/13/2019 | 11/8/2019 | 11/6/2019 | 10/22/2019 |
| <i>Move Courses into Production</i> | 9/26 - 9/28 | 11/14 - | | | |
| IRA will move courses into SFF production by the date specified above. It is imperative that course data is checked/confirmed before this date and before Banner access is locked down. | | | | | |
| *Banner locks down @3:00 PM | SFF open for instructors (prepare optional questions) | | SFF open for students (students will not have access to the SFF website before this date) | | SFFs close at 8am EST |