


Banner Student Desk Procedure Academic Systems Calendar

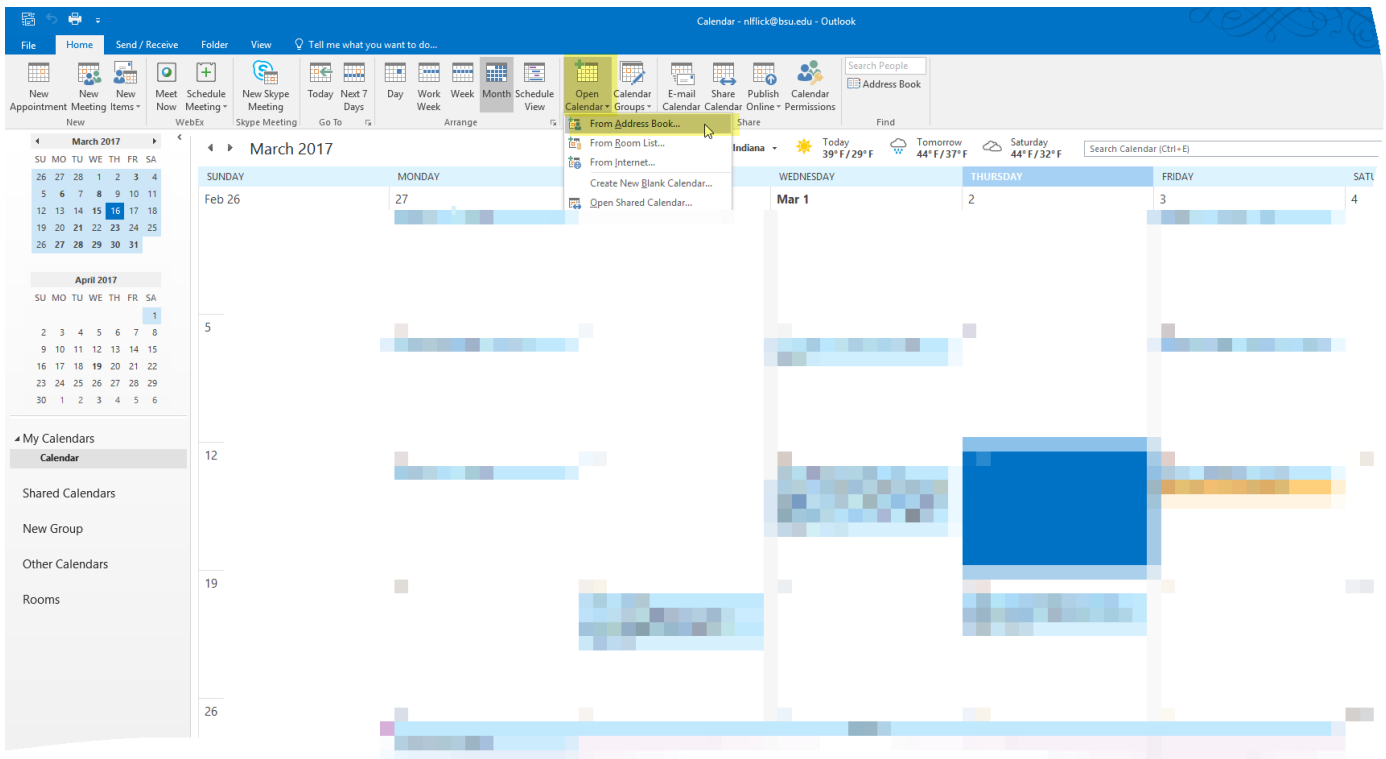
Overview

A collaborated calendar made available that includes the University Academic Calendar, the Registrar's Office Calendar, Online and Distance Education, Institutional Effectiveness, and the Academic Systems Calendar.

*Please note that the screen shots are from Microsoft Outlook 2016 and may vary slightly from your version of Outlook.

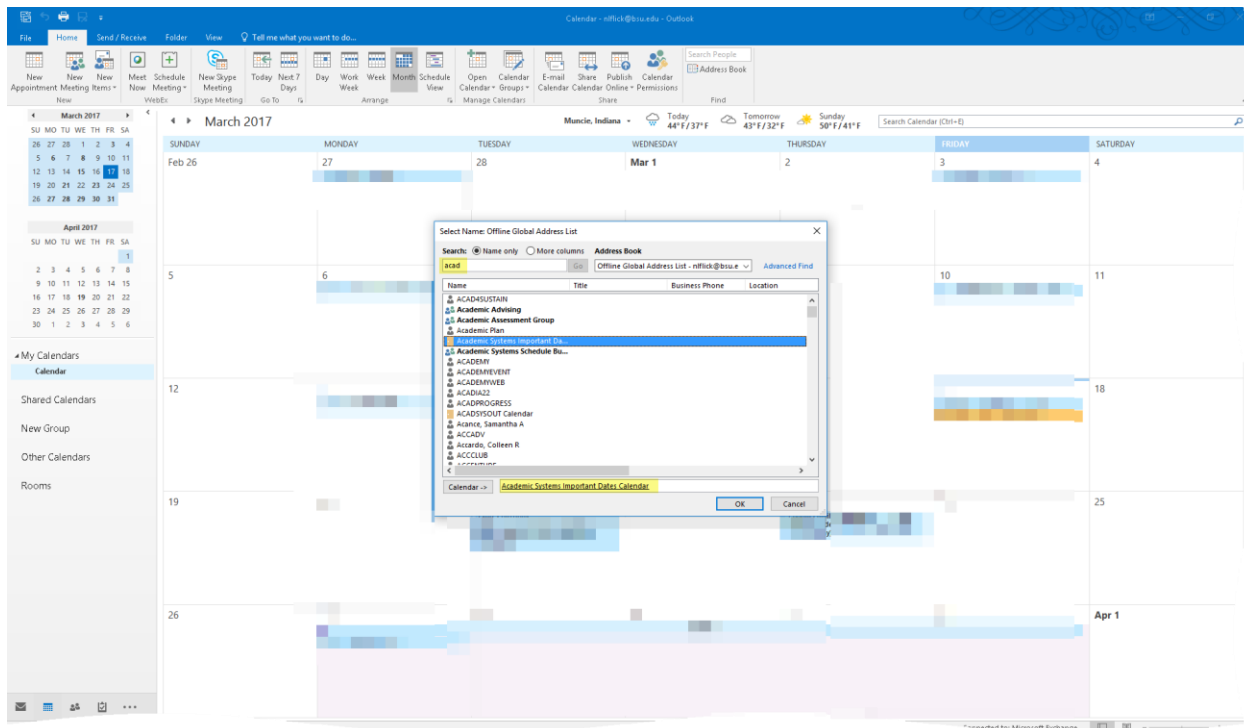
Steps

1. In the Outlook Calendar tab , click on 'Open Calendar' and select 'From Address Book'.

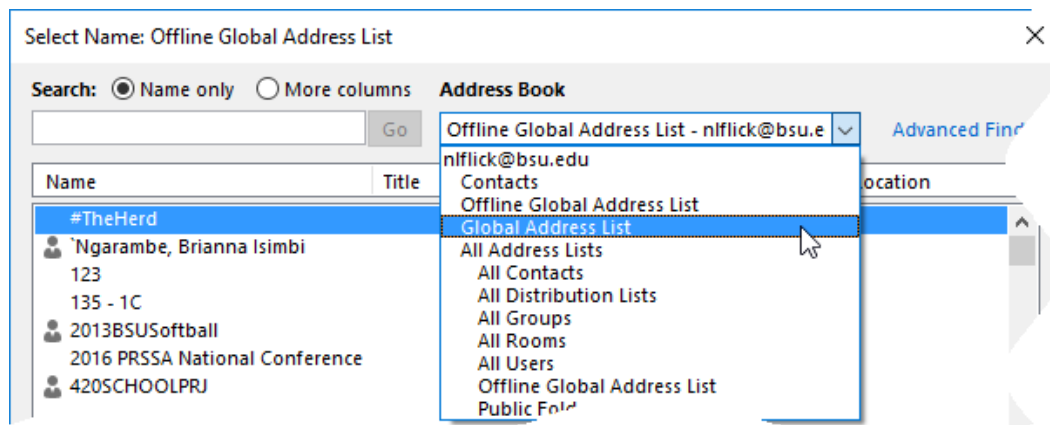


Banner Student Desk Procedure Academic Systems Calendar

2. Start typing ACAD in the search bar and double click the 'Academic Systems Important Dates' Calendar and click OK.



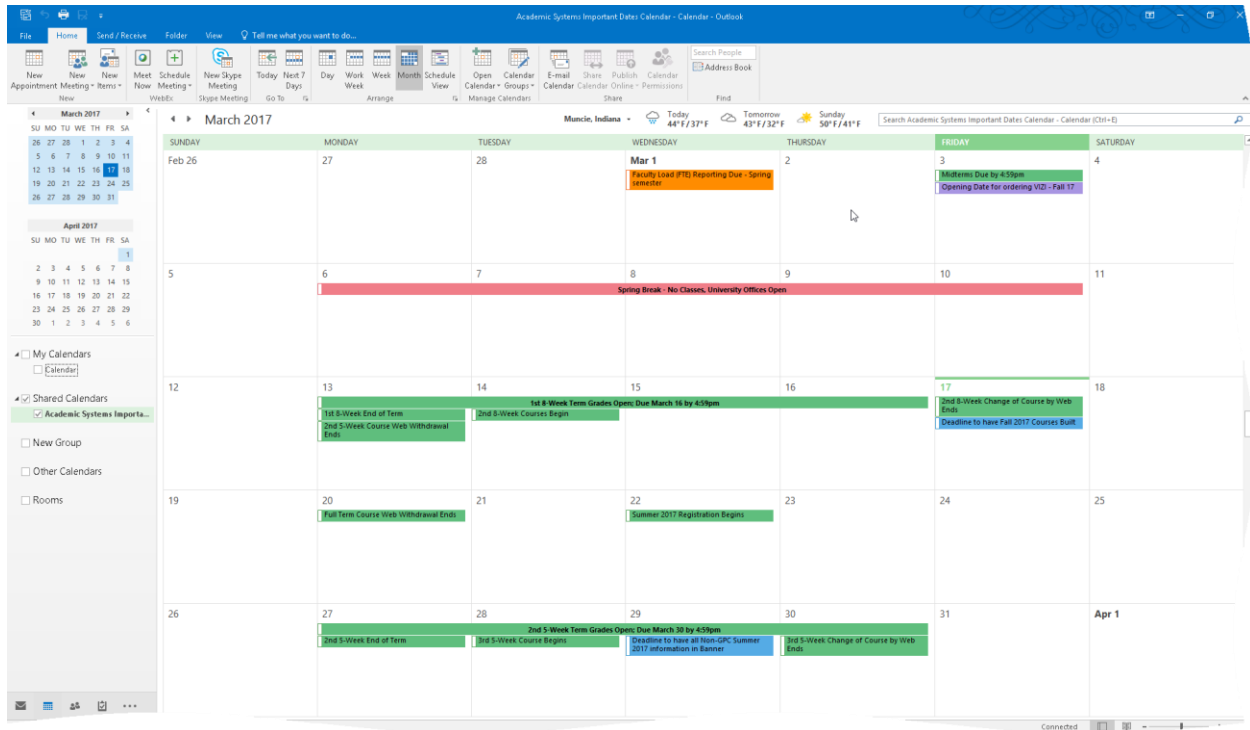
*If you do not see 'Academic Systems Important Dates, you may need to change the address book from the default 'Offline Global Address List' to 'Global Address List'.



Banner Student Desk Procedure

Academic Systems Calendar

- If you uncheck your personal calendar, you can view the 'Academic Systems Important Dates' Calendar only. We have tried to color code events. The key is at the bottom of this document.



The screenshot shows an Outlook calendar window titled "Academic Systems Important Dates - Calendar - Outlook". The calendar is set to March 2017 and displays several academic events color-coded by category:

- Faculty Load (FTE) Reporting Due - Spring Semester:** Orange box on Wednesday, March 1st.
- Midterms Due by 4:59pm:** Green box on Friday, March 3rd.
- Opting Out for ordering VCL - Fall 17:** Purple box on Friday, March 3rd.
- Spring Break - No Classes, University Offices Open:** Red bar spanning from Sunday, March 5th to Saturday, March 11th.
- 1st 8-Week Term Grades Open: Due March 16 by 4:59pm:** Green bar spanning from Wednesday, March 15th to Friday, March 17th.
- 1st 8-Week End of Term:** Green box on Wednesday, March 15th.
- 2nd 8-Week Courses Begin:** Green box on Thursday, March 16th.
- 2nd 8-Week Change of Course by Web Ends:** Green box on Friday, March 17th.
- 2nd 8-Week Course Web Withdrawal Ends:** Green box on Saturday, March 18th.
- 2nd 8-Week Change of Course by Web Ends:** Green box on Sunday, March 19th.
- Full Term Course Web Withdrawal Ends:** Green box on Monday, March 20th.
- Summer 2017 Registration Begins:** Green box on Wednesday, March 22nd.
- 2nd 5-Week Term Grades Open: Due March 30 by 4:59pm:** Green bar spanning from Friday, March 24th to Sunday, March 26th.
- 2nd 5-Week End of Term:** Green box on Friday, March 24th.
- 3rd 5-Week Course Begins:** Green box on Saturday, March 25th.
- Deadline to have all Non-GPC Summer 2017 information in Banner:** Blue box on Sunday, March 26th.
- 3rd 5-Week Change of Course by Web Ends:** Green box on Monday, March 27th.

The left sidebar shows the "Academic Systems Important Dates" calendar selected under "Shared Calendars".

Banner Student Desk Procedure Academic Systems Calendar

- Ctrl – P will bring up the print menu as seen in the illustration below.

Academic Systems Important Dates Calendar - Calendar - Outlook

Print

Specify how you want the item to be printed and then click Print.

Printer

RICOH Ready

Settings

- Daily Style
- Weekly Agenda Style
- Weekly Calendar Style
- Monthly Style
- Tri-fold Style
- Calendar Details Style

March 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Feb 26	27	28	Mar 1 Faculty Load (FTE) Reporting Due - Spring semester	2	3 Midterms Due by 4:30pm Opening Date for Spring USD - Fall 17	4	
5	Spring Break - All Classes, Library Offices Closed					10	11
12	13 1st 5-Week End of Term 2nd 5-Week Course Web Withdrawal Ends	14 1st 5-Week Term Grades Open Due March 16 by 6:00pm	15	16	17 2nd 5-Week Change of Course by Web Ends Deadline to Make Fall 2017 Courses Built	18	
19	20 Full Term Course Web Withdrawal Ends	21	22 Summer 2017 Registration Begins	23	24	25	
26	27 2nd 5-Week End of Term	28 2nd 5-Week Term Grades Open Due March 30 by 6:00pm	29 2nd 5-Week Course Web Withdrawal Ends	30 Deadline to Make all Non-GPC Summer 2017 Information in Banner	31 3rd 5-Week Change of Course by Web Ends	Apr 1	

- Color Key:

University Calendar
Academic Systems
Online & Distance Ed.
Registrar's Office
Institutional Effectiveness