FALL 2012 SOTE/SOLATE CALENDAR

Aug. 22        Classes begin
Sept. 14       Selection screens open. Send broadcast message to departments
Oct. 1         Broadcast reminder of deadline
Oct. 4         Selection screens close
Oct. 5         Labels and class listings printed
Oct. 5 – Nov. 12 Label and pack SOTE/SOLATE packets
Nov. 10        Send out Faculty Affairs memo and "Memo for faculty letter" as cover
Nov. 12        Call movers to pick up packets
Nov. 16        Movers pick up packets
Nov. 20        Packets delivered to departments
Nov. 27 – Dec. 10 Ratings collected in classrooms. Broadcast reminder of deadlines
Dec. 12        Deadline for departments to return packets to OIR
Dec. 12 – Feb. 22 Sort, unpack, scan, edit, and duplicate
Feb. 25        Results for Official courses released to departments (2 copies)