

MEMORANDUM

TO: Deans and Department Chairs

FROM: Scheduling Office

DATE: October 07, 2009

SUBJ: **SUMMER 2010 SCHEDULE OF CLASSES TIMETABLE**

Summer 2010 is now available on People Soft and may be viewed on Myualbany by faculty. Departments may begin making changes on People Soft or via the appropriate forms signed by the Chair and the Dean.

The following deadline dates apply to ALL departments.

November 13: Deadline date for Departments who are not doing their own changes on People Soft.

December 1: Deadline for academic units who are updating their schedules on People Soft.

ALL CHANGES, ADDITIONS AND DELETIONS, AFTER December 1st MUST BE SUBMITTED ON THE APPROPRIATE FORMS VIA YOUR DEAN'S OFFICE.

December 10: (approx.) Anticipated date when all changes will be viewable by departments on **People Soft** with room assignments.

December 18: (approx.) Deadline date for ALL Academic units to **SUBMIT ALL FINAL CHANGES ON THE APPROPRIATE FORMS**

SUMMER 2010 CALENDAR

	SESSION CODE	Dates
Six Week 1	6W 1	May 24 – July 2
Six Week 2	6W 2	June 21 – July 30
Six Week 3	6W 3	July 6 – August 13
Six Week 4	6W4	June 28 – August 6
Four Week 1	4W 1	May 24 – June 18
Four Week 2	4W 2	June 21 – July 16
Four Week 3	4W 3	July 19 – August 13
Twelve Week	12 WK	May 24 – August 13
Non-standard dates	MIN	Must include specific dates if using this code.

Please Note: If you have not received allocation information from Michele Lasak, it will be arriving shortly under separate cover.

Cc: M Lasak