

ACADEMIC PLANNING TIMELINES (POS/SUMMIT/SCHEDULING)

Based on the [Academic Calendar 2020/2021](#)

Last Updated: May 11, 2020

| 2020/2021 Academic Year - P.O.S. and Term Date confirmation | | Responsibility of: |
|---|---|--------------------|
| Post Secondary POS Renewal Cycle | | |
| CDC Reports Verified Against SEM Plan | Manager of Enrolment Services and Systems/Academic Data Officer | January 2020 |
| POS Renewal Cycle Begins/COGNOS | Academic Data Officer | September 2019 |
| Distribution of 2020/2021 POS Renewal Packages | Academic Data Officer | October 8, 2019 |
| "In Progress" POS Due | Academic Data Officer/Academic Areas | November 15, 2019 |
| F2020 POS Due | Academic Areas | December 13, 2019 |
| POS changes are to be completed in the database | Academic Data Officer | February 28, 2020 |
| Provide Text Files for Creative & Web Server Manager | Academic Data Officer/Academic Systems Specialist | March 27, 2020 |

| CE POS Renewal Cycle | | |
|--|-----------------------|--------------------------------|
| Roll over to 2020 POS's | Academic Data Officer | March 23, 2020 |
| Distribution of 2020 POS Renewal Packages | Academic Data Officer | March 30, 2020 - April 3, 2020 |
| Return of POS Renewal sheets | Academic Area | May 7, 2020 |
| Completion of POS updates | Academic Data Officer | June 12, 2020 |

| Apprenticeship POS Renewal Cycle | | |
|--|-----------------------|---------------|
| Roll over to 2020 POS's | Academic Data Officer | March 2, 2020 |
| Distribution of 2020 POS Renewal Packages | Academic Data Officer | March 9, 2020 |
| Return of POS Renewal sheets | Academic Area | April 3, 2020 |
| Completion of POS updates | Academic Data Officer | May 8, 2020 |
| Provide Text Files for Creative & Web Server Manager | Academic Data Officer | June 26, 2020 |

| CE Catalogue Timeline - These dates are subject to change. An updated Timeline will be sent as dates changed. | | F2020 | W2021 | S2021 |
|--|-----------------------|----------------|--------------|--------------|
| Course creates / updates to Academic Data Officer | Academic Area | July 3, 2020 | TBD | TBD |
| CE Course Creates/Updated completed | Academic Data Officer | June 23, 2020 | TBD | TBD |
| Submission of catalogue data | Academic Area | June 24, 2020 | TBD | TBD |
| CE Upload to Banner | C.E. Area | July 24, 2020 | TBD | TBD |
| Registration Opens | C.E. Area | August 6, 2020 | TBD | TBD |
| Catalogue published | C.E. Area | N/A | TBD | TBD |

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| SUMMIT/Scheduling/Registration Cycle | | F2020 | W2021 | S2021 |
| Update Enrolment Planning Tool for Academic Year | Academic Areas | December 2019 | | |
| CDC vs SEM Comparison | Academic Systems Specialist | January 2020 | | |
| Load SUMMIT with Academic Blocks | Academic Systems Specialist | Week of March 2, 2020 | | |
| Update/Modify initial blocks & load POS | Academic Areas | March 9, 2020 - March 20, 2020 | | |
| Confirm block enrolment for upcoming term | Academic Areas | Week of March 23, 2020 | Week of August 10, 2020 | Week of November 23, 2020 |
| Print the Incoming/Outgoing Service Reports | Academic Areas | March 23, 2020 | August 17, 2020 | November 30, 2020 |
| Workload completed and given to SUMMIT input person - Recommended | Academic Areas | March 30, 2020 | August 31, 2020 | December 21, 2020 |
| One off courses (out of sync, GEN Ed, Comm, Dual credit) emailed to SUMMIT Admin | Academic Areas | April 7, 2020 | September 22, 2020 | January 11, 2021 |
| Mohawk/McMaster collaborative programs communicate timetable blockoffs to IH scheduling | Academic Areas | May 20, 2020 | Week of October 5, 2020 | Week of January 18, 2021 |
| McMaster Curriculum Assistants communicate timetable block offs to IH Scheduling | Academic Areas | May 20, 2020 | Week of October 5, 2020 | Week of January 18, 2021 |
| Assign all deliveries through SUMMIT | Academic Areas | March 9, 2020 - May 15, 2020 | August 17, 2020 - October 2, 2020 | November 30, 2020 - January 22, 2021 |
| SUMMIT offline | Academic Systems Specialist | May 15, 2020 @ 4:30 pm | October 5, 2020 | January 25, 2021 |
| Prep SUMMIT data & transfer (import) to Academic Suite (TPHi) | Academic Systems Specialist | May 19 -May 22, 2020 | October 6, 2020 - October 9, 2020 | January 26, 2021 - January 29, 2021 |
| Print the timetable requirements to be sent to Scheduling | Academic Areas | May 20, 2020 | October 6, 2020 | January 26, 2021 |
| TTRs and Scheduling Memos due to Scheduling | Academic Areas | May 25, 2020 | October 9, 2020 | January 29, 2021 |
| Preliminary Schedules preparation | Scheduling | May 25, 2020 - July 3, 2020 | October 13, 2020 - November 13, 2020 | February 2, 2021 - March 5, 2021 |
| McMaster Timetables Available (Prelim) | McMaster | May 4, 2020 | | |
| McMaster Changes Submitted by TT Reps | McMaster | May 4, 2020 | | |
| McMaster Final Timetables | McMaster | May 4, 2020 - May 15, 2020 | | |
| McMaster Final Timetable Available (Uploaded to Mosaic) | McMaster | June 5, 2020 | | |
| McMaster Room Changes after Final Timetables Posted | McMaster | June 8, 2020 - August 28, 2020 | | |
| Room confirmation provided to collaborative programs | Scheduling | July 3, 2020 | November 6, 2020 | February 26, 2021 |
| Room Confirmation provided to McMaster Curriculum Assistants | Scheduling | July 3, 2020 | November 6, 2020 | February 26, 2021 |
| SWFs Due to faculty* | Academic Area/HR | May 22, 2020 | November 20, 2020 | March 26, 2021 |
| Final Timetables produced | Scheduling | Week of July 27, 2020 | Week of November 23, 2020 | Week of March 15, 2021 |
| Enrolment Report provided to Scheduling Co-ordinator | Academic Systems Specialist | July 27, 2020 | November 16, 2020 | March 22, 2021 |
| Time Ticketing Posted | Scheduling | July 28, 2020 | November 23, 2020 | March 22, 2021 |
| PS Uploaded to Banner | Scheduling/Business Solutions | July 13, 2020 - August 21, 2020 | November 16, 2020 - December 18, 2020 | March 22 - April 16, 2021 |
| Timetables/ Registration Starts | Scheduling | August 11, 2020 | December 7, 2020 | April 5, 2021 |
| Exam Requests prepared | Academic Systems Specialist | Week of August 24, 2020 | Week of December 21, 2020 | Week of April 26, 2021 |
| Final Exam Requests due to Scheduling | Academic Areas | September 28, 2020 | January 25, 2021 | May 21, 2021 |
| Populate Exam Data Base | Academic Systems Specialist | September 29, 2020 | January 26, 2021 | May 26, 2021 |
| Update SUMMIT information for corporate reporting and program costing | Academic Areas | Week of October 26, 2020 | Week of March 8, 2021 | Week of May 31, 2021 |
| Final Exams Published | Scheduling | Week of November 16, 2020 | Week of March 19, 2021 | Week of July 12, 2021 |
| Update SUMMIT F2019 and W2020 for CBIS Ministry Reporting (Eval, Prep, Faculty Status) | Academic Areas | October 2020 | | |

*Programs with other start dates will have different SWF deadline dates. The SWF deadline date for any program is 6 weeks before the first day of class. Please refer to the Academic Collective Agreement for more information.

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| CDC Reports Verified Against SEM Plan | Manager of Enrolment Services and Systems/Academic Data Officer | January 2021 |
| POS Renewal Cycle Begins/COGNOS | Academic Data Officer | September 2020 |
| Distribution of 2021/2022 POS Renewal Packages | Academic Data Officer | Week of October 5, 2020 |
| "In Progress" POS Due | Academic Data Officer/Academic Areas | November 13, 2020 |
| 21-A POS Due | Academic Areas | December 11, 2020 |
| POS changes are to be completed in the database | Academic Data Officer | February 26, 2021 |
| Provide Text Files for Creative & Web Server Manager | Academic Data Officer/Academic Systems Specialist | March 26, 2021 |
| MAP updated | Business Solutions/Academic System Specialist | March 29, 2021 - April 1, 2021 |

| Other Date Information | F2020 | W2021 | S2021 |
|---|-------------------------------------|---------------------------------------|------------------------------|
| McMaster Classes Start | September 8, 2020 | January 6, 2021 | May 3, 2021 |
| Mohawk Classes Start | September 9, 2020 | January 6, 2021 | May 3, 2021 |
| McMaster Break Week | October 12, 2020 - October 18, 2020 | February 15, 2021 - February 21, 2021 | None |
| Mohawk Break Week | October 11, 2020 - October 17, 2020 | February 14, 2021 - February 20, 2021 | June 27, 2021 - July 3, 2021 |
| McMaster Classes end | December 9, 2020 | April 9, 2021 | August 6, 2021 |
| Mohawk Classes end | December 11, 2020 | April 9, 2021 | August 6, 2021 |
| McMaster OSCE's | Week 13/14 | Week 13/14 | None |
| Mohawk Semester Dates and Exceptions: Click here See Academic Calendar McMaster Fall and Winter Semester Dates: Click Here | | | |