

2019-2020 Annual Class Schedule Development Calendars (DRAFT)

Summer 2019	Fall 2019	Winter 2020	Spring 2020	Activities
8/1/18	8/1/18	12/10/18	12/10/18	Send A&R term dates for set-up
Joanne Notifies Fiscal	Joanne Notifies Fiscal	Joanne Notifies Fiscal	Joanne Notifies Fiscal	After A&R completes the term set-up, notify Fiscal Operation – sets up adjustment calendars and copies materials fees from last term to new term
9/13/18 - 9/17/18	9/17/18-9/21/18	1/6/19-1/27/19	3/11/19-3/15/19	Academic Services prepares class schedule spreadsheet.
9/17/18 - 10/25/18	9/17/18-11/29/18	2/22/19-4/12/19	3/18/19-5/24/19	Schools receive worksheets 1) electronic class schedule spreadsheets, 2) printer proof and 3) schedule instructions. <i>Goal is to provide six weeks to complete worksheet, using data from primary term census. On request, DH's can request schedule data earlier for planning, rather than waiting until census.</i>
Date Set by Deans	Date Set by Deans	Date Set by Deans	Date Set by Deans	Submit spreadsheets to School Dean, by the date your School Dean has asked for their return.
		3/18/19	4/26/19	Deadline to submit original worksheets, and request refreshed worksheets.
10/26/18	11/30/18	4/19/19	5/24/19	School Deans to submit final corrected spreadsheets to Academic Services, by the due date highlighted in yellow for each semester.
10/29/18-11/29/18	12/3/18-1/25/19	3/18/19-5/24/19	4/26/19-7/12/19	Academic Services keys in changes
Set by Bookstore	Set by Bookstore	Set by Bookstore	Set by Bookstore	Bookstore to send Email reminder notice to faculty to start submitting Textbook Adoptions
Mid-January	Mid-January	Mid-August	Mid-August	Schedule review. Review what classes have been scheduled with DH's, deans and counselors, and propose changes prior to publication.
12/07/18	2/1/19	5/2/19	7/15/19	Printer Proof used for spotting errors only. For changes send Schedule Change forms only to prevent room conflicts.
TBD	TBD	TBD	TBD	AS prepares room report 1) Room Conflict Report and 2) Room Availability Report. No Changes will be processed during these weeks
TBD	TBD	TBD	TBD	Time to resolve room conflicts within your departments First Run Priority rooms, send SCF's and they will be processed in the order they are approved.
TBD	TBD	TBD	TBD	All open spaces in general lecture rooms are available to all departments.
TBD				Notify ACIT Webmaster and A&R that the Schedule of Classes needs to be prepared for posting go to the term column to see the dates
Set by HR	Set by HR	Set by HR	Set by HR	HR will send out instructions as to when load sheets for full-time and adjunct faculty are due.
Set by C&CA	Set by C&CA	Set by C&CA	Set by C&CA	C&CA Communications & College Advancement prepares (PDF) Registration Information Book
1/7/18	2/8/18	9/13/19	10/11/19	Deadline for web-based Schedule of Classes to be available for students to view. One month before registration.
4/2/19	4/29/19	10/15/19	11/13/19	Expected Priority Registration (subject to change by Admissions)