

Spring 2010 - Fall 2010 Schedule Production Calendars
TENTATIVE 4/10/09 Terms Dates and Deadlines

Activity	Spring 2010	PH Winter 2010	Summer 2010	PH Spring 2010	Fall 2010	PH Fall 2010
Department/School Scheduler: FSC and SSASECT open for data entry.	4/27	4/27	11/9	11/9	11/30	11/30
Office of the Registrar: Scheduling 101 Training Open.	Make an appointment for one-on-one training with Tricia Isbill (6-2200)	Make an appointment for one-on-one training with Tricia Isbill (6-2200)	Make an appointment for one-on-one training with Tricia Isbill (6-2200)	Make an appointment for one-on-one training with Tricia Isbill (6-2200)	Make an appointment for one-on-one training with Tricia Isbill (6-2200)	Make an appointment for one-on-one training with Tricia Isbill (6-2200)
Office of the Registrar: 1st reminder email of upcoming deadline.	8/14	8/14	12/4	1/8	1/22	1/22
Office of the Registrar: 2nd reminder email of upcoming deadline.	8/28	8/28	12/11	1/15	1/29	1/29
Department/School Scheduler: Deadline to complete Data Entry.	9/4	9/4	12/18	1/22	2/5	2/5
Office of the Registrar: Verify data entry, run reports, resolve questions/ problems & assign rooms.	9/8	9/8	1/5	1/25	2/8	2/8
Department/School Scheduler: Final Proof begins using FSC. Submit Special Topics CAPP form	9/22	9/22	1/26	2/5	3/1	3/1
GE and Special Program: Review/Verify courses & attributes. Submit Special Topics CAPP form.	9/22	9/22	1/26	2/5	3/1	3/1
Department/School Scheduler: Submit Schedule of Classes Change form to Registrar's Office.	9/28	9/28	1/26	2/8	3/5	3/5
Office of the Registrar: Process Schedule Change forms.	9/29	9/29	2/2	2/9	3/8	3/8
Office of the Registrar: View Class Schedule Online.	10/5	10/5	2/23	2/23	3/17	3/17
Department/School Scheduler: Enrollment, Permission, Instructor changes made by Schedulers. Room changes are made via email. All other changes via Schedule Change form.	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
Department/School Scheduler: Advising Begins.	10/12 - 10/30	10/19 - 10/23	3/24 - 4/14	3/1 - 3/5	3/24 - 4/14	5/17 - 5/21