

Academic Affairs
Scheduling Timeline Chart

Weeks of the Month	January	February	March	April	May	June	July	August	September	October	November	December
1st Week can be partial or full	SUMMER ST sends out email reminder regarding Summer draft due next Friday	SPRING CENSUS DAY (MONDAY) ST runs enrollment report and distributes FALL Final Redline, Mandatory Meetings & Lab Assignments due to ST	SUMMER CP receives rooms SUMMER ST sends out email reminder Summer Final Signoff is next Friday FALL ST sends out email reminder regarding Banner closes to ST next Friday	SPRING Rolls Begin redline SPRING BREAK!	Fall CP receives rooms Spring 1st draft to ST				FALL CENSUS DAY (TUESDAY) ST runs enrollment report and distributes Spring ST sends out email reminder regarding Final Redline & Mandatory Meetings due to ST next Friday Batch to 25Live	SPRING ST sends out email reminder Final Signoff is next Friday	SPRING Release rooms to Physical Plant FALL 1st draft due to ST	FALL Work Edit Reports DA's & ST SUMMER ST sends out email reminder regarding draft due next Friday FALL 2nd draft to ST
2nd Week	SUMMER 2nd draft to ST		SUMMER Signoff ST runs schedule and distributes FALL Banner closes to ST give all changes to DA's Only FALL Librarian/non instructional assignments due to Deans Assistant	FALL ATHL GRIDS DUE					SPRING Final Redline, Mandatory Meetings & Lab Assignments due to ST	SPRING Sign Off ST runs schedule and distributes FALL Rolls begin redline	SUMMER rolls Begin redline SPRING Reg begins	SUMMER 1st draft to ST
3rd Week	SUMMER ST sends out email reminder regarding Summer Final Redline, Mandatory Meetings, and Lab assignments due to ST next Friday SUMMER Batch to 25Live	SUMMER Library/Non Instructional Assignments due to Deans Assistants SUMMER ST sends out email reminder regarding Banner closes to ST next Friday.	SUMMER Release Rooms to Physical Plant FALL ST sends out email reminder regarding Signoff next Friday SPRING Exclusion Calendar meeting w/ A&R	SUMMER Reg begins Fall Reg begins	FALL release rooms to Physical Plant			FALL send out Interest Memo for next Fall SPRING Work on Edit Reports DA's & ST SPRING ST sends out email reminder regarding 2nd draft Redline due to ST next Friday		SPRING CP receives rooms		
4th Week	SUMMER Final Redline, Mandatory Meetings & Lab Assignments due to ST FALL ST sends out email reminder regarding Fall Final Redline, Mandatory Meetings due to ST next Friday FALL Batch to 25Live	SUMMER Banner closes to ST, Give all Changes to DA's Only SPRING send out Interest Memo for next Spring	FALL Signoff ST runs schedule and distributes FALL Web live (Friday) SUMMER Web live (Friday)	SPRING ST sends out email reminder regarding draft due next Friday				SPRING 2nd draft to ST	SPRING Closes to ST, Give all Changes to DA's Only ATHL GRID DUE Librarian/non instructional assignments due to Deans Assistant FALL Schedule Exclusion Calendar meeting w/ A&R	FALL Send out email reminder regarding draft due next Friday SUMMER send out Interest Memo for next SPRING Web live SUMMER Schedule Exclusion Calendar meeting w/ A&R	FALL Send out email reminder regarding draft due next Friday	SUMMER Work on Edit Reports DA's & ST
				LEGEND								
				Fall = Green								
				Spring = Red								
				Summer = Blue								
				ST=Scheduling Technician								
				CP=Community Programs								
								DUE DATES - FALL 2020 AND SUMMER 2020				
								Semester rolls, schedule available: 10/16/19 and 11/15/19				
								1st draft back to Scheduling on: 11/8/19 and 12/13/19				
								2nd draft back to Scheduling on: 12/6/19 and 1/17/20				
								Final back to Scheduling on: 2/7/20 and 3/31/20				
								Updated on 11-5-19				

Scheduling Dates by Task (Chair Dates)

1st redline

SPRING Rolls -- Begin redline (1st week) April

FALL Rolls -- Begin redline (2nd week) October

SUMMER Rolls -- Begin redline (2nd week) November

1st draft due

SPRING -- 1st draft to Scheduling Technician (1st week) May

FALL -- 1st draft to Scheduling Technician (1st week) November

SUMMER -- 1st draft to Scheduling Technician (2nd week) December

2nd draft due

SUMMER -- 2nd draft to Scheduling Technician (2nd week) January

SPRING -- 2nd draft to Scheduling Technician (4th week) August

FALL -- 2nd draft to Scheduling Technician (1st week) December

Batch to 25 Live

SUMMER – Batch to 25 Live (3rd week) January

FALL – Batch to 25 Live (4th week) January

SPRING – Batch to 25 Live (1st week) September

Final redline due

SUMMER -- Final Redline, Mandatory Meetings & Lab Assignments due to Scheduling Technician (4th week) January

FALL -- Final Redline, Mandatory Meetings & Lab Assignments due to Scheduling Technician (1st week) February

SPRING -- Final Redline, Mandatory Meetings & Lab Assignments due to Scheduling Technician (2nd week) September

Give changes to deans' assistants

- SUMMER -- Banner closes to Scheduling Technician; give all changes to Deans Assistants only (4th week) February
- FALL -- Banner closes to Scheduling Technician; give all changes to Deans Assistants only (2nd week) March
- SPRING -- Banner closes to Scheduling Technician; give all changes to Deans Assistants only (4th week) September

Signoff

- SUMMER -- Signoff -- Scheduling Technician runs schedule and distributes (2nd week) March
- FALL -- Signoff -- Scheduling Technician runs schedule and distributes (4th week) March
- SPRING -- Signoff -- Scheduling Technician runs schedule and distributes (2nd week) October

Live to web

- SUMMER -- Web live Friday (4th week) March
- FALL -- Web live Friday (4th week) March
- SPRING -- Web live (4th week) October

Registration

- SUMMER -- Registration begins (3rd week) April
- FALL-- Registration begins (3rd week) April
- SPRING -- Registration begins (2nd week) November

Scheduling Dates by Month (Chair Dates)

January

- SUMMER -- 2nd draft to Scheduling Technician (2nd week)
- SUMMER – Batch to 25 Live (3rd week)
- SUMMER -- Final Redline, Mandatory Meetings & Lab Assignments due to Scheduling Technician (4th week)
- FALL – Batch to 25 Live (4th week)

February

- FALL -- Final Redline, Mandatory Meetings & Lab Assignments due to Scheduling Technician (1st week)
- SUMMER -- Librarian/Non Instructional Assignments due to Deans Assistants (3rd week)
- SUMMER -- Banner closes to Scheduling Technician; give all changes to Deans Assistants only (4th week)
- SPRING -- Send out Interest Memo (4th week)

March

- **SUMMER -- Signoff -- Scheduling Technician runs schedule and distributes** (2nd week)
- FALL -- Banner closes to Scheduling Technician; give all changes to Deans Assistants only (2nd week)
- FALL -- Librarian/non instructional assignments due to Deans Assistant (2nd week)
- **FALL -- Signoff -- Scheduling Technician runs schedule and distributes** (4th week)
- FALL -- Web live Friday (4th week)
- SUMMER -- Web live Friday (4th week)

April

- **SPRING Rolls -- Begin redline** (1st week)
- FALL -- Athletic grids due (2nd week)
- SUMMER – Registration begins (3rd week)
- FALL-- Registration begins (3rd week)

May

- SPRING -- 1st draft to Scheduling Technician (1st week)

August

- FALL -- Send out Interest Memo (3rd week)
- SPRING -- 2nd draft to Scheduling Technician (4th week)

September

- SPRING – Batch to 25 Live (1st week)
- SPRING -- Final Redline, Mandatory Meetings & Lab Assignments due to Scheduling Technician (2nd week)
- SPRING – Banner closes to Scheduling Technician; give all changes to Deans Assistants only (4th week)
- SPRING -- Athletic grid due (4th week)
- SPRING -- Librarian/non instructional assignments due to Deans Assistant (4th week)

October

- **SPRING -- Signoff -- Scheduling Technician runs schedule and distributes** (2nd week)
- FALL Rolls -- Begin redline (2nd week)
- SUMMER -- Send out Interest Memo (4th week)
- SPRING -- Web live (4th week)

November

- FALL -- 1st draft due to Scheduling Technician (1st week)
- SUMMER Rolls -- Begin redline (2nd week)
- SPRING – Registration begins (2nd week)

December

- FALL --2nd draft to Scheduling Technician (1st week)
- SUMMER -- 1st draft to Scheduling Technician (2nd week)