

SCHEDULE PRODUCTION TIMELINE

Fall

Task	Deadline
ARO: Basic Session Codes Entered TERM ROLL Basic Session Codes e-mailed to AD/AAs Web Based Enrollment Reports Available	By Friday of the third week of November
Administrative Programming: Downloads from Banner to Adastra	By Monday of the fourth week of November
Web-Based Reports available for review/edits	From the Adastra Download through Schedule Input completion
TARGET FOR SCHEDULE INPUT (from Associate Deans to AD/AAs)	Friday of the last full week of January
Target for AD/AAs to assign their Division Rooms to their courses	Friday of the second week of February
Assistants to the Provosts: Assign rooms to "Orphan" Courses Distribute room assignments to AD/AAs	By Friday of the fourth week of February
Target for AD/AAs to enter Schedule Input into Banner	By Friday, of the first week of March
ARO checks STVSUBJ	Tuesday of the third week in March
PR sends Learning Community pdf to ARO	Wednesday of the third week of March
PR posts the Registration Guide to website	Two weeks prior to the opening of registration
ARO posts the Learning Community courses to CougarWeb	Two weeks prior to the opening of registration
Class Schedules available on CougarWeb	Two weeks prior to the opening of registration
CougarWeb Registration begins	Per Approved College Calendar

