

# SCHEDULE PRODUCTION TIMELINE | Summer

Task	Deadline
<b>ARO:</b> Basic Session Codes <b>TERM ROLL</b> Basic Session Codes e-mailed to AD/AAs Web-Based Enrollment Report available	The Third week in September
<b>Administrative Programming</b> downloads from Banner to AdAstra	The Fourth week of September
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)	Wednesday the Second week of December
Target for AD/AAs to assign their Division Rooms to their courses	Wednesday the Third week of December
Assistants to the Provosts Assign rooms to "Orphan" Courses Distribute room assignments to AD/AAs	By Friday, the Second week of January
Target for AD/AAs to enter Schedule Input into Banner	By Friday the last week of January
ARO checks STVSUBJ	Monday the second week of February
PR sends Learning Community pdf to ARO	Friday the second week of February
PR posts the Registration Guide to website	Two weeks prior to the opening of registration
ARO posts the Learning Community courses to CougarWeb  Class Schedules available on CougarWeb	Two weeks prior to the opening of registration  Two weeks prior to the opening of registration
CougarWeb Registration begins	Per Approved College Calendar

