

SCHEDULE PRODUCTION TIMELINE | Wintermester/Spring

Task	Deadline
ARO: Basic Session Codes Entered TERM ROLL Basic Session Codes e-mailed to AD/AAs Web Based Enrollment Reports Available	By Wednesday of the third week of April
Administrative Programming: Downloads from Banner to Adastra	By Friday of the Third week of April
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 of the last full week of August
Target for AD/AAs to assign their Division Rooms to their courses	Wednesday of the second week of September
Assistants to the Provosts: Assign rooms to "Orphan" Courses Distribute room assignments to AD/AAs	By Friday of the fourth week of September
Target for AD/AAs to enter Schedule Input into Banner	By Friday, of the first week of October
ARO checks STVSUBJ	Tuesday of the second week in October
PR sends Learning Community pdf to ARO	Friday of the second week of October
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

