Spring 2013 Schedule Production Timeline

Basic Session Codes for Spring entered by Vicki Woolverton ........................................... 4/25....... 5 PM

TERM ROLL.............................................................................................................................................. 4/26

Basic Session Codes e-mailed to Instructional ADs/AAs from ARO .................................. 4/26....... 5 PM

Web-Based Enrollment Report available......................................................................................... 4/26
  (This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)

Administrative Programming runs the FIX DATE program ...................................................... 4/26....... 5 PM

Julie Youngblood downloads from Banner to AdAstra ................................................................. 4/27....... 8 AM

Web-Based Reports used as “TERM Pulls” for Coordinator review/edits ................................. 4/27 – 9/14

FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs)..................................................... 9/14....... 5 PM

Last day for ADs/AAs to assign their Division Rooms to their courses..................................... 9/26....... 8 PM

Assistants to the Provosts assign rooms to “Orphan” Courses .................................................. 9/27– 10/5

Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs ......................... 10/8....... 9 AM

Last day for ADs/AAs to enter Schedule Input into Banner ....................................................... 10/15....... 8 PM

Term PULL .................................................................................................................................................. 10/16....... 8 AM

Vicki W checks STVSUBJ ..................................................................................................................... 11/5

Marcy Cadena-Smith sends Learning Community pdf to Vicki W. ............................................. 11/8

Marcy Cadena-Smith posts the Spring Registration Guide to website ...................................... 11/15

Vicki W posts the Learning Community courses to CougarWeb ............................................. 11/15

Spring Class Schedules available on CougarWeb ........................................................................ 11/15

* CougarWeb Registration begins .................................................................................................... 11/27