Fall 2013 Schedule Production Timeline

Basic Session Codes for Fall entered by Vicki Woolverton ................................................ 11/13 ...... 5 PM

TERM ROLL ........................................................................................................................................ 11/14

Basic Session Codes e-mailed to Instructional ADs/AAs from ARO .................................. 11/14 ...... 5 PM

Web-Based Enrollment Report available ........................................................................ 11/14
(This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)

Administrative Programming runs the FIX DATE program ........................................ 11/14 ...... 5 PM

Julie Youngblood downloads from Banner to AdAstra ................................................ 11/15 ...... 8 AM

Web-Based Reports used as “TERM Pulls” for Coordinator review/edits ................................. 11/15 – 1/14

FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs) .............................................. 1/15 ...... 5 PM

Last day for ADs/AAs to assign their Division Rooms to their courses ................................ 2/5 ...... 8 PM

Assistants to the Provosts assign rooms to “Orphan” Courses ........................................ 2/6 – 2/18

Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs .................. 2/19 ...... 9 AM

Last day for ADs/AAs to enter Schedule Input into Banner ............................................. 2/28 ...... 8 PM

Term PULL ........................................................................................................................................ 3/1 ...... 8 AM

* SPRING BREAK .................................................................................................................. 3/11 – 3/17

Vicki W checks STVSUBJ ........................................................................................................... 4/1

Marcy Cadena-Smith sends Learning Community pdf to Vicki W. ................................. 4/4

Marcy Cadena-Smith posts the Fall Registration Guide to website .................................. 4/9

Vicki W posts the Learning Community courses to CougarWeb .................................. 4/9

Fall Class Schedules available on CougarWeb ............................................................ 4/9

CougarWeb Registration begins ...................................................................................... 4/23