Maymester/Summer 2013 Schedule Production Timeline

Basic Session Codes for Maymester/Summer entered by Vicki Woolverton ..................... 9/26........ 5 PM

TERM ROLL............................................................................................................................................ 9/27

Basic Session Codes e-mailed to Instructional ADs/AAs from ARO .................................. 9/27 ......... 5 PM

Web-Based Enrollment Report available.................................................................................. 9/28
(This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)

Administrative Programming runs the FIX DATE program .................................................. 9/28...... 5 PM

Julie Youngblood downloads from Banner to AdAstra ......................................................... 10/2....... 8 AM

Web-Based Reports used as “TERM Pulls” for Coordinator review/edits ......................... 10/2 – 12/6

FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs).............................................. 12/7....... 5 PM

Last day for ADs/AAs to assign their Division Rooms to their courses............................ 12/13.... 8 PM

Assistants to the Provosts assign rooms to “Orphan” Courses ......................................... 12/14 – 1/4

Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs ............. 1/4........ 9 AM

Last day for ADs/AAs to enter Schedule Input into Banner .................................................. 1/11.... 8 PM

Term PULL ............................................................................................................................................. 1/14.... 8 AM

* Vicki W checks STVSUBJ .......................................................................................................... 2/14

* Marcy Cadena-Smith sends Learning Community pdf to Vicki W................................. 2/14

* Marcy Cadena-Smith posts the Maymester/Summer Registration Guide to website .... 2/20

* Vicki W posts the Learning Community courses to CougarWeb .................................... 2/20

* Maymester/Summer Class Schedules available on CougarWeb................................ 2/20

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

CougarWeb Registration begins............................................................................................... 3/11