Fall 2015 Schedule Production Timeline

Basic Session Codes for Fall entered by Vicki Woolverton ................................................ 11/18 ...... 5 PM

TERM ROLL ........................................................................................................................................ 11/19

Basic Session Codes e-mailed to Instructional ADs/AAs from ARO .................................. 11/19 ...... 5 PM

Web-Based Enrollment Report available ........................................................................ 11/19
(This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)

Administrative Programming runs the FIX DATE program .............................................. 11/19 ...... 5 PM

Julie Youngblood downloads from Banner to AdAstra ......................................................... 11/20 ...... 8 AM

Web-Based Reports used as “TERM Pulls” for Coordinator review/edits ............................. 11/20 – 1/26

FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs) ................................................. 1/27 ...... 5 PM

* Last day for ADs/AAs to assign their Division Rooms to their courses ....................... 2/17 ...... 8 PM

* Assistants to the Provosts assign rooms to “Orphan” Courses ...................................... 2/18 – 2/26

* Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs .......... 2/27 ...... 9 AM

* Last day for ADs/AAs to enter Schedule Input into Banner ............................................ 3/10 ...... 8 PM

* Term PULL ..................................................................................................................................... 3/11 ...... 8 AM

SPRING BREAK ............................................................................................................................. 3/9 – 3/15

Vicki W checks STVSBjJ .................................................................................................................. 3/25

Marcy Cadena-Smith sends Learning Community pdf to Vicki W. ...................................... 3/26

Marcy Cadena-Smith posts the Fall Registration Guide to website .................................... 4/7

Vicki W posts the Learning Community courses to CougarWeb ........................................ 4/7

Fall Class Schedules available on CougarWeb ........................................................................ 4/7

CougarWeb Registration begins ............................................................................................. 4/21