**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 ..................................... 2/12 ...... 8 PM

Assistants to the Provosts assign rooms to “Orphan” Courses ..................................................... 2/13 – 2/25

Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs ....................... 2/26 ...... 9 AM

Last day for ADs/AAs to enter Schedule Input into Banner ..................................................... 3/9 ...... 8 PM

Term PULL ........................................................................................................................................... 3/10 ...... 8 AM

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

Vicki W checks STVSUBJ .................................................................................................................. 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