Maymester/Summer 2015 Schedule Production Timeline

Basic Session Codes for Maymester/Summer entered by Vicki Woolverton ...................... 9/23.......5 PM
TERM ROLL...................................................................................................................................... 9/24
Basic Session Codes e-mailed to Instructional ADs/AAs from ARO .................................. 9/24.......5 PM
Web-Based Enrollment Report available.................................................................................. 9/25
   (This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)
Administrative Programming runs the FIX DATE program .............................................. 9/25.......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 – 12/11
FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs)................................................ 12/11.......5 PM
Last day for ADs/AAs to assign their Division Rooms to their courses.............................. 12/18.......8 PM
Assistants to the Provosts assign rooms to “Orphan” Courses .......................................... 12/19 – 1/12
Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs ................. 1/13.......8 AM
Last day for ADs/AAs to enter Schedule Input into Banner ................................................ 1/26.......8 PM
Term PULL ................................................................................................................................. 1/27.......8 AM
Vicki W checks STVSUBJ ...................................................................................................... 2/17
Marcy Cadena-Smith sends Learning Community pdf to Vicki W. ................................. 2/17
Marcy Cadena-Smith posts the Maymester/Summer Registration Guide to website ....... 2/24
Vicki W posts the Learning Community courses to CougarWeb ..................................... 2/24
Maymester/Summer Class Schedules available on CougarWeb ........................................ 2/24
SPRING BREAK......................................................................................................................... 3/9 – 3/15
CougarWeb Registration begins............................................................................................. 3/9