Maymester/Summer 2014 Schedule Production Timeline

Basic Session Codes for Maymester/Summer entered by Vicki Woolverton ................. 9/25 ...... 5 PM

TERM ROLL ....................................................................................................................... 9/26

Basic Session Codes e-mailed to Instructional ADs/AAs from ARO .................................. 9/26 ........ 5 PM

Web-Based Enrollment Report available ........................................................................ 9/27
   (This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)

Administrative Programming runs the FIX DATE program ................................. 9/27 ...... 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 – 12/12

FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs) .................................. 12/13 ...... 5 PM

Last day for ADs/AAs to assign their Division Rooms to their courses .................. 12/19 ...... 8 PM

Assistants to the Provosts assign rooms to “Orphan” Courses ................................. 12/20 – 1/13

Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs .............. 1/13 ...... 9 AM

Last day for ADs/AAs to enter Schedule Input into Banner ........................................ 1/17 ...... 8 PM

Term PULL ......................................................................................................................... 1/21 ...... 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 ................................................................................................................. 3/10 – 3/16

CougarWeb Registration begins .................................................................................... 3/10