Spring 2014 Schedule Production Timeline

Basic Session Codes for Spring entered by Vicki Woolverton .................................................. 4/24........ 5 PM

TERM ROLL .............................................................................................................................. 4/25

Basic Session Codes e-mailed to Instructional ADs/AAs from ARO ........................................ 4/25........ 5 PM

Web-Based Enrollment Report available ..................................................................................... 4/25
(This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)

Administrative Programming runs the FIX DATE program .................................................. 4/25........ 5 PM

Julie Youngblood downloads from Banner to AdAstra ............................................................. 4/26........ 8 AM

Web-Based Reports used as “TERM Pulls” for Coordinator review/edits .............................. 4/26 – 9/19

FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs) .................................................. 9/19........ 5 PM

Last day for ADs/AAs to assign their Division Rooms to their courses.................................. 10/2........ 8 PM

Assistants to the Provosts assign rooms to “Orphan” Courses .............................................. 10/2– 10/14

Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs ..................... 10/15...... 9 AM

Last day for ADs/AAs to enter Schedule Input into Banner .................................................... 10/22........ 8 PM

Term PULL .................................................................................................................................. 10/23........ 8 AM

Vicki W checks STVSUBJ ........................................................................................................ 11/5

Marcy Cadena-Smith sends Learning Community pdf to Vicki W. ......................................... 11/12

Marcy Cadena-Smith posts the Spring Registration Guide to website ............................... 11/19

Vicki W posts the Learning Community courses to CougarWeb ........................................... 11/19

Spring Class Schedules available on CougarWeb .................................................................... 11/19

CougarWeb Registration begins ................................................................................................ 12/3