Spring 2015 Schedule Production Timeline

Basic Session Codes for Spring entered by Vicki Woolverton ........................................... 4/23....... 5 PM

TERM ROLL........................................................................................................................................ 4/24

Basic Session Codes e-mailed to Instructional ADs/AAs from ARO .................................. 4/24....... 5 PM

Web-Based Enrollment Report available........................................................................ 4/24
  (This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)

Administrative Programming runs the FIX DATE program ........................................... 4/24...... 5 PM

Julie Youngblood downloads from Banner to AdAstra ................................................ 4/25....... 8 AM

Web-Based Reports used as “TERM Pulls” for Coordinator review/edits .......................... 4/25 – 9/17

FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs) ......................................... 9/17....... 5 PM

Last day for ADs/AAs to assign their Division Rooms to their courses............................... 10/1....... 8 PM

Assistants to the Provosts assign rooms to “Orphan” Courses ...................................... 10/1- 10/13

Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs .............. 10/14....... 9 AM

Last day for ADs/AAs to enter Schedule Input into Banner ................................................ 10/21...... 8 PM

Term PULL ........................................................................................................................................ 10/22...... 8 AM

Vicki W checks STVSUBJ ................................................................................................ 11/4

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

Marcy Cadena-Smith posts the Spring Registration Guide to website ......................... 11/18

Vicki W posts the Learning Community courses to CougarWeb ................................ 11/18

Spring Class Schedules available on CougarWeb ......................................................... 11/18

CougarWeb Registration begins.......................................................................................... 12/2