Wintermester 2016 (201715) /Spring 2017 (201720)
Schedule Production Timeline

Basic Session Codes for Wintermester / Spring entered by Vicki Woolverton...............4/19.......5 PM

TERM ROLL ..................................................................................................................4/20

Basic Session Codes e-mailed to Instructional ADs/AAs from ARO..........................4/20.......5 PM

Web-Based Enrollment Report available ........................................................................4/20
(This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)

Administrative Programming runs the FIX DATE program .........................................4/20.......5 PM

Julie Youngblood downloads from Banner to AdAstra .................................................4/21.......8 AM

Web-Based Reports used as “TERM Pulls” for Coordinator review/edits ......................4/21 – 9/1

FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs) .........................................9/1.......5 PM

Last day for ADs/AAs to assign their Division Rooms to their courses .........................9/15.......8 PM

Assistants to the Provosts assign rooms to “Orphan” Courses ....................................9/16– 9/29

Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs..............10/30.......9 AM

Last day for ADs/AAs to enter Schedule Input into Banner ........................................10/7.......8 PM

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

Vicki W checks STVSUBJ .................................................................................................10/11

Vicki W posts the Learning Community courses to CougarWeb ................................10/14

Marcy Cadena-Smith sends Learning Community pdf to Vicki W. ..............................10/14

Marcy Cadena-Smith posts the Wintermester / Spring Registration Guide to website ....10/18

Wintermester / Spring Class Schedules available on CougarWeb ...............................10/18

CougarWeb Registration begins .....................................................................................11/01