

Year at a Glance: Scheduling Calendar

| Month | Detail | Appx. Times |
|-----------|--|-----------------------------|
| July | College receives SUMMER-SPRING (next academic year) lecture capture (video/Tegrity) room request form | mid July |
| | FALL (upcoming) textbook orders should be completed 30 days prior to start of semester | mid July |
| | Faculty should be provided their FALL (upcoming) teaching schedule 6 weeks before classes start | mid July |
| | SUMMER-SPRING (next academic year) collaboration room request due to RO* | late July |
| | SUMMER-SPRING (next academic year) Schedule Build Meeting (assign general classrooms to COS) | late July |
| August | COS participates in general classroom selection | late July |
| | RO rolls active classes from current to next year (including notes & instructors) | early Aug |
| | COS gives departments SUMMER-SPRING (next academic year) general classroom assignments for scheduling | early Aug |
| | COS given access to schedule courses in assigned general classrooms for SUMMER-SPRING (next academic year) | early Aug |
| | Lecture capture (video/Tegrity) room requests due to RO (for SUMMER-SPRING (next academic year)) | mid Aug |
| | Check for and cancel if necessary low enrollment courses | 1 week before classes start |
| | RO lets COS know what collaboration classrooms were assigned for SUMMER-SPRING (next academic year) | mid Aug |
| September | RO lets COS know what SUMMER and FALL (next academic year) large classrooms were assigned | early Sept |
| | Meeting with COS Department Schedulers | Late Sept |
| October | Departments SUMMER/FALL (next academic year) general classroom scheduling requests due to COS Departments can continue to request minor edits | early Oct |
| | RO lets COS know what SPRING (next academic year) large classrooms were assigned | early Oct |
| November | Departments SPRING (next academic year) general classroom scheduling requests due to COS Departments can continue to request minor edits. | mid Nov |
| | Faculty should be provided their SPRING (upcoming) teaching schedule 6 weeks before classes start | late Nov |
| | Budgets for SUMMER (next academic year) schedule of classes are available to departments | late Nov |
| December | SPRING (upcoming) textbook orders should be completed 30 days prior to start of semester | early Dec |
| | Check for and cancel if necessary any SPRING (upcoming) low enrollment courses | 1 week before classes start |
| January | Departments continue to verify and finalize SUMMER-SPRING (next academic year) schedules | Jan |
| | Budget worksheets for SUMMER (upcoming) teaching assignments are available | mid Jan |

*collaboration rooms are changing and may not be used/available in future semesters

| Month | Detail | Appx Times |
|--------------|--|---------------------------------|
| February | COS access to schedule SUMMER-SPRING (next academic year) general classrooms ends | early Feb |
| | All unused classrooms are available to all colleges for scheduling | mid Feb |
| | SUMMER-SPRING (next academic year) access to schedule in all general classrooms opens (for updates, correction, and additional sections) | mid Feb |
| | Finalize budget worksheets for SUMMER (upcoming) teaching assignments | mid Feb |
| | Faculty should receive/acknowledge SUMMER-SPRING (next academic year) course assignments (by end of Feb, before registration opens) | late Feb |
| March | All access to schedule SUMMER-SPRING (next academic year) general classrooms ends (usually 1 week before MTR registration opens) | mid March |
| | Any changes/cancellations to SUMMER-SPRING (next academic year) class schedules require approval | mid March |
| | SUMMER-SPRING (next academic year) class schedules available for students to view | mid March |
| | SUMMER-SPRING (next academic year) MTR registration begins | late March |
| April | SUMMER (upcoming) textbook orders should be completed 30 days prior to start of semester. | early Apr |
| | Faculty should be provided their SUMMER (upcoming) teaching schedule 6 weeks before classes start | mid Apr |
| May | Check for and cancel if necessary any SUMMER (upcoming) low enrollment courses | 1 week before A&C classes start |
| | SUMMER (next academic year) large room requests due to COS (at least 2wks prior to RO deadline) | late May |
| June | FALL (next academic year) large room requests due to COS (at least 2wks prior to RO deadline) | early June |
| | SPRING (next academic year) large room requests due to COS (at least 2wks prior to RO deadline) | mid June |
| | Check for and cancel if necessary any SUMMER-B low enrollment courses | 1 week before B classes start |