

Course Scheduling Timeline: Spring 2020

Task	Phase 1 - Course Building			Phase 2 - Course Changes	Phase 3 - Room Scheduling	Phase 4 - Course Changes
Phase 1 - Course Building	April	May	June	June-October	October - November	November-December
Registrar rolls classes from Spring 2020	April 1					
Courses schedulers are given access to make edits	April 1					
Review Period - Departments run rs4140 and send to chairs for review. Schedulers can begin process changes in Banner.	April 1 - May 31					
Edits from chairs due back to the course schedulers		May 20				
Finals edits should be made to the schedule		May 24				
Schedule of Classes goes live			June 5			
Phase 2 - Course Changes						
Course schedulers will be allowed to make edits in Banner until registration.				June 5 - October 11		
Phase 3 - Room Scheduling						
CPI users set preferences in the CPI					October 14-18	
Cleanup Week - Academic Scheduler reviews courses in CPI and reaches out to departments for questions/concerns					October 21-25	
Blackout Period for Optimization - NO COURSE CHANGES TO BE MADE					October 28 - November 1	
Room assignments posted to Schedule of Classes					November 1	
Phase 4 - Course Changes						
CPI users are given access to make course changes in the CPI						November 4
CPI users request Spring 2020 course changes through the CPI						November-January 3