# Centralized Course/Room Scheduling: Summer 2019

## Phase 1 - Course Building
- **December**
  - Registrar rolls classes from Summer 2019
- **January**
  - Courses schedulers are given access to make edits
- **February**
  - Review Period - Departments run rs4140 and send to chairs for review. Schedulers can begin process changes in Banner.
  - Edits from chairs due back to the course schedulers
  - Finals edits should be made to the schedule
  - Banner access is removed from course schedulers
- **February 5**
  - Finals edits should be made to the schedule
- **February 5-9**
  - Banner access is removed from course schedulers

## Phase 2 - Room Scheduling
- **February 18-22**
  - CPI users set preferences in the CPI
- **February 25-27**
  - Cleanup Week - Academic Scheduler reviews courses in CPI and reaches out to departments for questions/concerns
  - Blackout Period for Optimization - NO COURSE CHANGES TO BE MADE
- **February 28 - March 1**
  - Schedule of Classes goes live
  - Room assignments posted to Schedule of Classes

## Phase 3 - Course Changes
- **March 1**
  - Room assignments posted to Schedule of Classes
- **TBD**