

Centralized Course/Room Scheduling: Fall 2019

Task	Phase 1 - Course Building			Phase 2 - Course Changes	Phase 3 - Room Scheduling	Phase 4 - Course Changes	
Phase 1 - Course Building	December	January	February	March	March	April	April - August
Registrar rolls classes from Fall 2019	December 10						
Courses schedulers are given access to make edits	December 10						
Review Period - Departments run rs4140 and send to chairs for review. Schedulers can begin process changes in Banner.	December 10 - February 15						
Edits from chairs due back to the course schedulers			February 5				
Finals edits should be made to the schedule			February 5-9				
Banner access is removed from course schedulers			February 21				
Phase 2 - Course Changes							
Schedule of Classes goes live				March 1			
Courses schedulers are given access to make edits				March 1			
Course schedulers are given two weeks to make edits				March 1-15			
Banner access is removed from course schedulers				March 15			
Phase 3 - Room Scheduling							
CPI users set preferences in the CPI					March 18-22		
Cleanup Week - Academic Scheduler reviews courses in CPI and reaches out to departments for questions/concerns					March 25-29		
Blackout Period for Optimization - NO COURSE CHANGES TO BE MADE						April 1-12	
Room assignments posted to Schedule of Classes						April 12	
Phase 4 - Course Changes							TBD