

2018 Spring/Summer Production Schedule

Date(s)	Activity
Wed., July 5	2017 Spring and Summer Schedule will roll to 2018 Spring and Summer Schedule and will be available for view only until scheduling access opens on 7/10/2017.
Mon., July 10	Scheduling access <u>opens</u> in SIS for Spring/Summer 2018 course entry.
Wed. September 6	<p>Requests for Non-Standard Time due to the Scheduling Office for consideration by the calendar committee. Please use Non-Standard Meeting Time request form.</p> <p>Note: Past use of non-standard patterns does not guarantee future use of that pattern. See the Campus Time Tables for a list of standard times by campus.</p> <p>This deadline is early so that the Committee has time to consider all requests and respond while scheduler access is still open.</p>
Fri., September 8	Meeting of University Registration, Records, and Calendar Committee (URRC)
September 11-15	Departments will hear back regarding and denied Non-Standard Time requests
Mon., September 11	<p>Special Topics ID Requests Priority Deadline due either by using the Special Topics Request Form.</p> <p>The priority deadline guarantees that the title will be on the schedule before registration opens in October.</p>
September 11-15	Final Update Week. Review and check errors for your Spring/Summer course data using the Schedule Error reports found on the tabs in the scheduling work center. Checking now gives you a week to correct errors while your access is still open.
Fri., September 15	Deadline for all Distance Education (DE) courses to be submitted to Breanna Collins and all Engineering Online (EOL) classes to be submitted to Dr. Linda Krute.
Fri., September 15	All Scheduling forms and requests due by 5:00pm to the Scheduling Office including Preassignment Requests (as entered on the 'Maintain Schedule of Classes' page) and Room Blockout Requests . (form available on Scheduling Website).
Mon., September 18	Spring SIS Scheduling access <u>closes</u>
Sept. 19- Oct. 8	University Scheduling Office processing period.

Mon. October 9	Schedule of Courses available online. Limited scheduling access opens for Spring.
Fri. January 26, 2018	Summer SIS Scheduling access <u>closes</u>. All forms and requests must be submitted to the Scheduling Office for processing.
Fri. January 26, 2018	Deadline for all Distance Education (DE) courses to be submitted to Breanna Collins and all EOL classes to be submitted to Dr. Linda Krute.
Jan. 29 – Feb. 2	University Scheduling Office processing period.
Fri. February 2, 2018	Summer room assignments available. Limited scheduling access opens for Summer.