



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

Spring 2026 Schedule Build Timeline

Completion Date	Action	Responsible Party
May 2	Schedule Roll	Office of the Registrar
May 5-9	Schedule Roll Clean Up	Office of the Registrar
<i>May 5-8</i>	<i>Spring 2025 Finals</i>	
<i>May 8-10</i>	<i>Spring 2025 Commencement</i>	
<i>May 9</i>	<i>Summer 2025 1st Mini Class Day</i>	
<i>May 12-16</i>	<i>Spring 2025 EOT Processing</i>	
May 12	Spreadsheets are dispersed to Departments and Associate Deans <ul style="list-style-type: none"> - Each department will have its own spreadsheet - Instructors will be included - Priority Rooms will be included - Off-grid courses will be marked - Instructions will be attached 	Office of the Registrar
May 12-June 26	Spreadsheets begin being updated to Add, Remove, and Alter Sections following instructions given by Registrar's Office	Academic Departments
<i>May 26</i>	<i>University Holiday – Memorial Day</i>	
<i>May 29</i>	<i>Summer 1&10-week First Class Day</i>	
<i>June 19</i>	<i>University Holiday - Juneteenth</i>	
<i>June 20</i>	<i>1 week deadline reminder sent to Departments</i>	Office of the Registrar
<i>June 26</i>	<i>1 day deadline reminder sent to Departments</i>	Office of the Registrar
<i>June 27</i>	<i>Deadline reminder sent to Departments</i>	Office of the Registrar
June 27	Spreadsheets due back to Registrar's Office (Priority Room usage ends)	Academic Departments
June 30 – July 11	Sections Updated in Banner Based on Spreadsheets	Office of the Registrar
<i>July 2</i>	<i>Summer 2 First Class Day</i>	
<i>July 4</i>	<i>University Holiday – Independence Day</i>	
July 14-17	Optimizer Ran to Assign Rooms to Sections Without an Assigned Room	Office of the Registrar
July 18	Draft 2 Spreadsheets Dispersed to Departments for Second Review	Office of the Registrar
July 18-August 14	Draft 2 Spreadsheets are Reviewed for Accuracy, and Any Needed Updates are Made on the Spreadsheet	Academic Departments
<i>August 1</i>	<i>Summer 2&10-Week Finals</i>	
<i>August 2</i>	<i>Summer 2025 Commencement</i>	
<i>August 4-8</i>	<i>Summer 2025 EOT</i>	
<i>August 8</i>	<i>1 week deadline reminder sent to Departments</i>	Office of the Registrar
<i>August 14</i>	<i>1 day deadline reminder sent to Departments</i>	Office of the Registrar
<i>August 15</i>	<i>Deadline reminder sent to Departments</i>	Office of the Registrar



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August 15	Draft 2 Spreadsheets due back to Registrar's Office Scheduling Workflow Required for Schedule Changes (Spreadsheets will no longer be accepted)	Academic Departments
August 18-28	Sections Updated in Banner Based on Draft 2 Spreadsheets	Office of the Registrar
August 25	<i>Fall 2025 1st Class Day</i>	
August 29	Schedule sent to Dr. Gaillard for review	Office of the Registrar
September 1	<i>University Holiday – Labor Day</i>	
September 10	Schedule Made Viewable	Office of the Registrar
September 10	<i>Fall 2025 Full Term Census Day</i>	
September 17	Spring 2025 Academic Advisement Begins	