



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

Spring 2025 Schedule Build Timeline

Completion Date	Action	Responsible Party
May 3	Schedule Roll	Office of the Registrar
May 6-10	Schedule Roll Clean Up	Office of the Registrar
May 6-9	<i>Fall 2024 Finals</i>	
May 9-11	<i>Fall 2024 Commencement</i>	
May 10	<i>Summer 2024 1st Mini Class Day</i>	
May 13-17	<i>Fall 2024 EOT Processing</i>	
May 13	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 13-June 27	Spreadsheets begin being updated to Add, Remove, and Alter Sections following instructions given by Registrar's Office	Academic Departments
May 27	<i>University Holiday – Memorial Day</i>	
May 30	<i>Summer 1&10-week First Class Day</i>	
June 19	<i>University Holiday - Juneteenth</i>	
June 21	<i>1 week deadline reminder sent to Departments</i>	Office of the Registrar
June 27	<i>1 day deadline reminder sent to Departments</i>	Office of the Registrar
June 28	<i>Deadline reminder sent to Departments</i>	Office of the Registrar
June 28	Spreadsheets due back to Registrar's Office (Priority Room usage ends)	Academic Departments
July 1-12	Sections Updated in Banner Based on Spreadsheets	Office of the Registrar
July 3	<i>Summer 2 First Class Day</i>	
July 4	<i>University Holiday – Independence Day</i>	
July 15-18	Optimizer Ran to Assign Rooms to Sections Without an Assigned Room	Office of the Registrar
July 19	Draft 2 Spreadsheets Dispersed to Departments for Second Review	Office of the Registrar
July 19-August 15	Draft 2 Spreadsheets are Reviewed for Accuracy, and Any Needed Updates are Made on the Spreadsheet	Academic Departments
August 2	<i>Summer 2&10-Week Finals</i>	
August 3	<i>Summer 2024 Commencement</i>	
August 5-9	<i>Summer 2024 EOT</i>	
August 9	<i>1 week deadline reminder sent to Departments</i>	Office of the Registrar
August 15	<i>1 day deadline reminder sent to Departments</i>	Office of the Registrar
August 16	<i>Deadline reminder sent to Departments</i>	Office of the Registrar



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August 16	Draft 2 Spreadsheets due back to Registrar's Office Scheduling Workflow Required for Schedule Changes (Spreadsheets will no longer be accepted)	Academic Departments
August 19-29	Sections Updated in Banner Based on Draft 2 Spreadsheets	Office of the Registrar
August 26	<i>Fall 2024 1st Class Day</i>	
August 30	Schedule sent to Dr. Gaillard for review	Office of the Registrar
September 2	<i>University Holiday – Labor Day</i>	
September 9	Schedule Made Viewable	Office of the Registrar
September 11	<i>Fall 2024 Full Term Census Day</i>	
September 18	Spring 2025 Academic Advisement Begins	