## Summer/Fall 2023 Schedule Build Timeline

<table>
<thead>
<tr>
<th>Completion Date</th>
<th>Action</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 31</td>
<td>Schedule Roll</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>November 1-3</td>
<td>Schedule Roll Clean Up</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>November 4</td>
<td>Spreadsheets are dispersed to Departments and Associate Deans - Each department will have its own spreadsheet - Instructors will be included - Rooms will not be included - Off-grid courses will be marked - Instructions will be attached</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>November 5</td>
<td>Spreadsheets begin being updated to Add, Remove, and Alter Sections following instructions given Registrar’s Office</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>By November 11</td>
<td>Departments submit Large Course (100+) days/times preferences to their Associate Dean using the Large Course Scheduling Spreadsheet</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>By November 18</td>
<td>Associate Deans assign rooms to large courses and notify Academic Departments and Registrar’s Office</td>
<td>Associate Deans on Strategic Scheduling Team</td>
</tr>
<tr>
<td>November 24-25</td>
<td>University Closed</td>
<td></td>
</tr>
<tr>
<td>December 5</td>
<td>Spreadsheets due back to Registrar’s Office (Priority Room usage ends)</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>December 6-22</td>
<td>Sections Updated in Banner Based on Spreadsheets</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>December 5-8</td>
<td>Finals Week</td>
<td></td>
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<tr>
<td>December 12-16</td>
<td>End of Term Processing</td>
<td></td>
</tr>
<tr>
<td>December 23-30</td>
<td>University Closed</td>
<td></td>
</tr>
<tr>
<td>January 2-5</td>
<td>Optimizer Ran to Assign Rooms to Sections Without an Assigned Room</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>January 6</td>
<td>Draft 2 Spreadsheets Dispersed to Departments for Second Review</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>January 9-19</td>
<td>Draft 2 Spreadsheets are Reviewed for Accuracy and Any Needed Updates are Made on the Spreadsheet</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>January 17</td>
<td>Spring 23 First Class Day</td>
<td></td>
</tr>
<tr>
<td>January 20</td>
<td>Draft 2 Spreadsheets due back to Registrar’s Office</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>January 21</td>
<td>Scheduling Forms Required for Schedule Changes (Spreadsheets will no longer be accepted)</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>January 21-29</td>
<td>Sections Updated in Banner Based on Draft 2 Spreadsheets</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>January 30</td>
<td>Schedules Finalized (Will be sent out or made viewable)</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>February 6</td>
<td>Academic Advisement Begins</td>
<td></td>
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</tbody>
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