



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Office of the Registrar

Summer/Fall 2027 Schedule Build Timeline

Completion Date	Action	Responsible Party
October 2	Schedule Roll	Office of the Registrar
October 5-9	Schedule Roll Clean Up	Office of the Registrar
October 12	Spreadsheets are dispersed to Departments and Associate Deans - 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
October 12- November 13	Spreadsheets begin being updated to Add, Remove, and Alter Sections following the instructions given Registrar's Office	Academic Departments
<i>November 6</i>	<i>1 week deadline reminder sent to Departments</i>	<i>Office of the Registrar</i>
<i>November 12</i>	<i>1 day deadline reminder sent to Departments</i>	<i>Office of the Registrar</i>
<i>November 13</i>	<i>Deadline reminder sent to Departments</i>	<i>Office of the Registrar</i>
November 13	Spreadsheets due back to Registrar's Office (Priority Room usage ends)	Academic Departments
November 16-30	Sections Updated in Banner Based on Spreadsheets	Office of the Registrar
<i>November 26-27</i>	<i>University Closed</i>	
November 30- December 4	Optimizer Ran to Assign Rooms to Sections Without an Assigned Room	Office of the Registrar
December 4	Draft 2 Spreadsheets Dispersed to Departments for Second Review	Office of the Registrar
<i>December 7-11</i>	<i>Finals Week</i>	
December 7- January 8	Draft 2 Spreadsheets are reviewed for accuracy, and any needed updates are made on the Spreadsheet	Academic Departments
<i>December 14-18</i>	<i>End of Term Processing</i>	
<i>December 23- January 1</i>	<i>University Closed</i>	
<i>January 4</i>	<i>1 week deadline reminder sent to Departments</i>	<i>Office of the Registrar</i>
<i>January 7</i>	<i>1 day deadline reminder sent to Departments</i>	<i>Office of the Registrar</i>
<i>January 8</i>	<i>Deadline reminder sent to Departments</i>	<i>Office of the Registrar</i>
January 8	Draft 2 Spreadsheets due back to Registrar's Office	Academic Departments
January 8	Schedule Maintenance Workflow Required for Schedule Changes (Spreadsheets will no longer be accepted)	Academic Departments
<i>January 13</i>	<i>Spring 2027 First Class Day</i>	
January 8-20	Sections Updated in Banner Based on Draft 2 Spreadsheets	Office of the Registrar
<i>January 18</i>	<i>University Closed</i>	
January 20	Off-Grid Courses sent to Associate Deans for Review	Associate Deans
January 27	Schedule sent to Dr. Gaillard for review	Dr. Gaillard
February 3	Schedules Finalized (Will be made viewable)	Office of the Registrar
February 10	Summer/Fall 2027 Academic Advisement Begins	