

May 5, 2008

MEMORANDUM

To: Deans, Department Chairpersons and Scheduling Officers
From: Office of the Registrar
Classroom Scheduling & Space Management
Re: Spring 2009 Master Schedule

Listed below are ***the tentative dates/deadlines*** for the Spring 2009 Master Schedule. Further dates and deadlines will be forwarded to you as they become available.

<u>Spring 2009 Master Schedule Activity</u>	<u>Activity Deadline</u>
Online scheduling access activated	Wednesday, April 30, 2008
Initial course offering packages placed into inter-campus mail to department/college offices	Monday, May 5, 2008
<u>Department Deadline: Online Data Entry</u> <u>Department Deadline: Room Priority</u>	<i>Thursday, June 12, 2008</i>
Data verification reports and non-standard time reports placed into inter-campus mail to departments	Thursday, June 19, 2008
Course listing proofs placed into inter-campus mail to departments	Wednesday, July 30, 2008
<u>Department Deadline: Course listing proofs due to the Scheduling Office</u>	<i>Wednesday, August 13, 2008</i>
<u>Department Deadline: Changes to course offerings affecting advanced registration</u>	<i>Friday, October 10, 2008</i>
Registration Guides - delivered to dock	Tuesday, October 14, 2008
Registration Guides - campus distribution	Thursday, October 16, 2008