Schedule Production Timeline for Spring 2025

This includes the accelerated terms for Spring 2025

04.08.24 – Notify departments by email that schedules have been rolled and to begin working on the Spring Schedule. A schedule may be printed by using SZRCSCH or an Excel spreadsheet can be requested.

05.31.24 – Departments submit large space requests and computer classroom requests.

05.31.24 – Departments submit spring schedules to the Scheduling Center.

05.31.24—Deadline for departments to provide scheduling with Chair/Dean approvals for non- standard meeting times and short courses.

07.26.24– Data entry completed by the Scheduling Center for Spring.

07.26.24-08.02.24—Scheduling reviews non-standard meeting times and short courses.

07.29.24-08.02.24 – Schedulers script against spring to identify errors. Schedulers contact departments to resolve identified issues.

08.16.24—Deadline for departments to submit Spring changes prior to Scheduling Center running S25. After this deadline, only minor changes should be submitted.

08.26.24 – Fall classes begin.

08.30.24– Scheduling Center completes final changes.

09.03.24-09.06.24– Scheduling Center prepares to run Schedule25.

09.09.24-09.21.24 -- Scheduling Center runs Schedule25 to assign space to courses without space assignments. All schedule changes are held during this time and will be completed after the process of placing space is complete.

09.23.24-- Schedulers contact departments to find possible solutions (computer labs, adjusting enrollment capacity, and adjusting meeting patterns) for courses without space assignments.

09.25.24- Deadline for departments to submit distance learning meetings/exams.

09.30.24-10.05.24—Distance Learning exams and meetings are scheduled.

10.11.24 – Deadline for departments to submit minor changes.

10.11.24- Courses display on Pipeline with note "under construction".

10.12.24-10.15.24 - Fall Break.

10.21.24 – Schedulers complete requests from departments.

10.21.24– Event scheduling begins for Spring.

10.21.24 —All distance education courses without an on campus, mandatory meeting will be cancelled.

10.21.24—All courses without space assignments are cancelled.

10.21.24—All short courses and courses meeting on non-standard times without approvals are cancelled.

10.28.24-11.01.24 – Scheduling Center performs final checks. All scheduling changes are held and will be made after all final checks are finished.

11.04.24—Priority registration begins.

11.04.24 – Requests for room changes are submitted to the Chair, Dean, and Anne Ford.

Please contact Tammy Maples, Scheduling Manager, at 615-898-5815 or Tammy.Maples@mtsu.edu with any questions.