Schedule Production Timeline for Spring 2016

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

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

06.19.15 – Departments submit spring schedules to the Scheduling Center.

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

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

08.10.15-08.20.15 – Schedulers script against spring to identify errors. Schedulers contact departments to resolve identified issues.

08.17.15-08.20.15—Scheduling reviews non-standard meeting times and short courses.

08.21.15– Scheduling Center submits Spring schedule for review by Dr. Harris.

08.21.15-09.04.15 – Dr. Harris reviews Spring preassignments and contacts departments in an effort to share college space and maximize utilization.

08.24.15 – Fall classes begin.

09.02.15-09.04.15 – Scheduling Center prepares to run Schedule25.

09.08.15-09.18.15 -- Scheduling Center runs Schedule25 to assign space to courses without space assignments.

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

09.30.15 – Deadline for departments to submit changes.

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

10.01.15-10.08.15—Distance Learning exams and meetings are scheduled.

10.09.15-- Courses display on RaiderNet with note “under construction”.

10.10.15 – Deadline for departments to submit minor changes.

10.10.15-10.13.15—Fall Break.

10.17.15 – Schedulers complete requests from departments.

10.20.15 – Event scheduling begins for Spring.

10.30.15 — All Hybrid courses without an on campus, mandatory meeting will be cancelled.

10.30.15 — All courses without space assignments are cancelled.

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

11.02.15-11.05.15 – Scheduling Center performs final checks.

11.06.15—Early registration begins.

11.06.15 – Requests for room changes are submitted to the Chair, Dean, and Dr. Harris for approval.

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