

<b>Date</b>	<b>Activity</b>	<b>Responsible Party</b>
9/5/18	First drafts of schedule are sent to department chairs by the academic scheduling coordinator.	VPAA / Dean RPIE
9/14/18	First drafts are due to academic deans.	Department Chairs
On or before 9/21/18	Deans review schedule and meet with each chair to discuss changes; certify complete and correct schedule. Schedule is set to schedulers for inputting. Faculty chairs are reminded that all final changes are due in one week.	Deans
9/21/18	Admissions and Records completes term setup.	Director of A&R
9/28/18	Final hard deadline for all schedule modifications. After this date, modifications are only accepted due to data entry errors or for other reasons approved by the VPAA. Chairs collaborate with deans on any needed modifications during prior week. Deans send modifications to schedulers. Schedulers input only those changes sent directly from deans.	Deans, Department Chairs, Schedulers
9/28/18	Schedule inputting and room assignment begins	Schedulers
10/19/18	Schedule inputting complete; review by academic deans, Dean of RPIE, and VPAA begins	VPAA, Deans
On or before 10/26/18	Review complete, modifications sent to schedulers for inputting	Deans, VPAA, Schedulers
10/31/18	First draft of complete schedule released in Banner. Review by Enrollment Management Team and counselors.	EMT, Counselors
11/16/18	All inputting and modifications complete. Final day to make any changes without an addendum / blog post.	Schedulers
11/19/18	Schedule released for student registration	VPAA, Director A&R
11/26/18	Registration begins	Director A&R

**Key Contacts:**

**CTE**

**Sherrean Carr**

**Katie Day**

ACCT  
AH  
AJ  
AMT  
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COS  
CSIS  
CWE  
DM  
ECON  
HE  
JFT  
JLE  
MGMT  
MKTG  
RE  
WTRM  
SHERIFF  
PROBATION  
All 190s

**LAS**

**Fran Lozano**

**Lelannie Diaz**

ANTH  
ART  
ASTR  
BIO  
BIOT  
CHEM  
CHINESE  
CMUN  
ECOL  
ENGL  
ENGR  
ESL  
ENVS  
ESL  
FRNH  
GEOG  
GEOL  
HIST  
HUM  
JOUR  
JPN  
MATH  
MCTV  
MUS  
PHIL  
PSCI  
PHYS  
POLS  
PSYC  
SOC  
SPAN  
THEA

**KIN**

**Ron Hannon**

**Diane Stone**

ATH  
KIN  
Academic Activities

**AEC**

**Jane Maringer**

**Lucy Fuentes**

AE  
CSIS-500'S ONLY  
GUID-500'S ONLY  
APE-Adaptive

**Non Credit**

**Randy Brown**

**Debra Casella**

Non-credit 700s

**Guidance**

**Kathleen Moberg**

**Michelle Jones**

GUID (except 500s)

**Library**

**Peter Wruck**

**Sydney LaRose**

LIB

**Community ED**

**Susan Sweeney**