CLASS SCHEDULING TIMETABLE GUIDELINE

CLASS SCHEDULING TIMETABLE GUIDELINE	Spring 2022	Summer 2022		Fall 2022
Registration begins for Students	11/1/2021	Parts of Term	3/28/2022	3/28/2022
Semester begins/Start of Classes	1/10/2022	A & C	5/16/2022	8/22/2022
		B & Y	6/27/2022	
TASKS AND DUE DATES				
Office of the Registrar Roll Forward schedule from corresponding year Schedule available on Staff Schedule Workspace Begin modification, submit catalog level pre-requisites	5/5/2021	Schedule will not be rolled due to OneUSF Consolidation. Course Building will commence on November 1, 2021		Schedule will not be rolled due to OneUSF Consolidation. Course Building will commence on November 1, 2021
College Schedulers/Department Deadline Large Capacity & Special Needs Requests for Variances Physical Limitations Request	10/5/2021	2/25/2022		2/25/2022
Office of the Registrar Populate Schedule Data in 25live	10/4/2021	2/25/2022		2/25/2022
College Schedulers/Department Deadline Make adjustments to Distance Learning courses Assign space for off-site and **dedicated locations** Implement approved schedule changes Finalize crosslisting, instructional method changes	9/27/2021	1/3/2022		1/31/2022
Office of the Registrar Schedule search available on web for students Run No Instructor Report Change message of schedule search dates	7/19/2021	2/14/2022		2/14/2022

Office of the Registrar
Catalog insert to schedule
   Fall catalog fees are rolled after BOT meeting
   Supplies Fees post
Update catalog level pre-requisites, fees and
   GenEd/FKL attributes
   (Note: Only pre-reqs and attributes in Fall)
	9/27/2021	3/7/2022		3/7/2022

College Schedulers/Department Deadline All course entries completed Submit pre-requisites, changes, deletions, additions	9/27/2021	3/7/2022		3/7/2022
Office of the Registrar Complete room assignments	10/15/2021	3/11/2022		3/11/2022
College Schedulers/Department Deadline Proof Room Assignments	10/15/2021	3/11/2022		3/11/2022
College Schedulers/Department Deadline Populate Waitlist Maximum on Schedule Search	10/22/2021	3/21/2022		3/21/2022
College Schedulers/Department Deadline Submit section level detail codes (fees) Submit CRNs with Service Learning attributes	10/20/2021	3/16/2022		3/16/2022
Office of the Registrar Section funding attribute discrepancies Run schedule section number clean-up	1/10/2022	3/28/2022		3/28/2022
College Schedulers/Department Deadline Instructor Assignment Account number overrides	1/7/2021	3/25/2022		3/25/2022
Office of the Registrar Run No Instructor Report	12/13/2021	4/4/2022		7/11/2022
Office of the Registrar Final Exam Matrix Finalized	1/7/2021	N/A		8/19/2022
Revised 7/27/21 (NOTE: DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE)				