



# Office of the Registrar

## Room & Course Scheduling (RCS)

### DATES & DEADLINES - VISUAL TIMELINE (Effective 1/1/2018)

		TERMS (not to scale)															
		Winter	Spring				Summer				Fall				Winter		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
		1	15	1	15	1	15	1	15	1	15	1	15	1			
AREA	DETAILS																
Course Catalog	Accepting Summer/Fall Forms (Nov 1 to Feb 1)	Summer/Fall Catalog Forms												Summer/Fall Catalog Forms			
	Summer/Fall Review (Jan 1 to May 1)			Summer/Fall Review													
	Accepting Winter/Spring Forms (May 1 to Sept 1)							Winter/Spring Catalog Forms									
	Winter/Spring Review (Sept 1 to Nov 1)											Winter/Spring Review					
Schedule of Classes	-Summer/Fall Open Scheduling (Nov 1 to Feb 1)	Summer/Fall Open Scheduling												Summer/Fall Open Scheduling			
	-Summer/Fall Room Assign. (Feb 1 to Feb 15)			Room Assign.													
	-Summer Section Forms (Feb 15 to August 15)			Summer Section Forms													
	*Priority Scheduling -Fall Section Forms (Feb 15 to Dec 15)			Fall Section Forms													
	Requests and Common Final Exam Requests Due 1 month before end of Open Scheduling -Winter/Spring Open Scheduling (May 1 to Sept 1)							Winter/Spring Open Scheduling									
	-Winter/Spring Room Assign. (Sept 1 to Sept 15)											Room Assign.					
	-Winter Section Forms (Sept 15 to Jan 15)	Winter Sec Forms												Winter Section Forms			
-Spring Section Forms (Sept 15 to May 15)	Spring Section Forms										Spring Section Forms						
Events	-Summer Events (Mar 1 to Aug 15)			Summer Event Forms													
	-Fall Events (Mar 1 to Dec 15)			Fall Event Forms													
	-Winter Events (Oct 1 to Jan 15)	Winter Event Forms												Winter Event Forms			
	-Spring Events (Oct 1 to May 15)	Spring Event Forms										Spring Event Forms					

March 1 - Summer/Fall Go Live

October 1 - Winter/Spring Go Live