

Academic Services - Important Dates 2018

January 8th: Submit Staff assignments for all un-staffed courses for Spring 2018

January 12th: AUTOPAY runs for Spring 2018 courses

Feb. 12th: 2nd round of Sum/Fall 2018 Schedule changes due to Academic Services

Feb. 14th: AUTOPAY runs for Spring 2018 courses

Feb. 23rd: Final Sum/Fall 2018 Schedule changes due to Academic Services

March 8th: Sum/Fall 18 Schedule is given to A&R for print by Academic Services

Week of March 12th-16th: Review blue line of Sum/Fall 18 printed schedule

March 14th: AUTOPAY runs for Spring 2018 courses

April 13th: AUTOPAY runs for Spring 2018 courses

May 14th: AUTOPAY runs for Spring 2018 courses

May 18th: Spring 2019 FT Instructor Assignments/ Course Change due to Academic Services

May 25th: Non-Instructional Change Request for 2018/2019 due to Academic Services

June 8th: Submit Staff assignments for all un-staffed courses for Summer 2018

June 14th: AUTOPAY runs for Summer 2018 courses

End of June: 67% Review/ Scheduling Tips/ Procedures Meeting (date TBA 6/25-6/29)

July 13th: AUTOPAY runs for Summer 2018 courses

August 3rd: Submit Staff assignments for all un-staffed courses for Fall 2018

August 14th: AUTOPAY runs for Fall 2018 courses

Sept. 4th: 2nd round of Non-instructional assignments due for Fall 18/Spring 19

Sept 4nd: Review of Large Lecturer for Fall 2018

Sept. 7th: 2nd round of Spring 2019 Schedule changes due to Academic Services

Sept. 14th: AUTOPAY runs for Fall 2018 courses

Sept 17th: Roll Summer 18 Schedule

Sept. 21st: Final Spring 2019 Schedule changes due to Academic Services

October 8th: Spring 2019 Schedule is given to A&R for print by Academic Services

Week of October 15th-19th: Review blue line of Spring 19 printed schedule

October 14th: AUTOPAY runs for Fall 2018 courses

Nov. 14th: AUTOPAY runs for Fall 2018 courses

Dec. 7th: 1st round of Sum/Fall 201 Schedule changes due to Academic Services

Dec. 14th: AUTOPAY runs for Fall 2018 courses