

**TENTATIVE SCHEDULING (SC) CALENDAR, 2009**  
 (Official dates will be posted on the Web and/or Working Calendar)  
 SIS Takes affect for SU and AU 2009 dates may change

**MASTER SCHEDULE OF CLASSES - Production and Publication**

<u>Tasks</u>		<u>WI 09</u>	<u>SP 09</u>	<u>SU 09</u>	<u>AU 09</u>
<b>#1. Initial Master Schedule</b>	Sent to Colleges/Depts	Jun 20	Sep 26	Dec 10	Dec 29
<b>2. Large Room Requests</b>	Must key day/time by	Jul 11	Oct 24	Jan 16	Jan 23
<b>3. Preassignments</b>	DUE BACK TO SCHEDULING	Jul 11	Oct 24	Jan 16	Jan 23
<b>4. Video Room Requests</b>	Must Key 18 Feature	Jul 11	Oct 24	Jan 16	Jan 23
<b>#5. Initial Master Schedule</b>	DUE BACK TO SCHEDULING	Aug 15	Nov 4	Jan 30	Feb 1
6. Departments Who Key Initial MS	Last day to key <b>RMSM Off</b>	Aug 27	Nov 12	Feb 16	Feb 24
7. Remove computer labs and dept	Rooms prior to Tech room S25.	Aug 27	Nov 12	Feb 16	Feb 24
8. Schedule 25 for Video Data	Rooms	Aug 28	Nov 13	None	Feb 25
9. Schedule 25	Run	Sep 4	Nov 24	Feb 19	Mar 4
<b>10. Master Schedule w/ Rooms</b>	E- Mail sent to Colleges/Depts	Sep 5	Nov 25	Feb 20	Mar 5
11. Marx Call Numbers, resequenced	NO MAINTENANCE ON MARX	Sep 11	Dec 9	Feb 26	Mar 12
12. Webs List <b>New Call Numbers</b>	Sent to College Depts	Sep 12	Dec 10	Feb 27	Mar 13
13. Dentistry	SCHED confirms finals in PH	Sep 15	Dec 11	None	Jul 10
14. Master Schedule	To Web	Sep 16	Dec 12	Mar 4	Mar 14
15. Resource 25	Available	Sep 16	Dec 12	Mar 4	Mar 14
16. MASTER SCHEDULE	Available at Uniprint	Sep 19	Dec 22	Mar 13	Mar 21
17. X94 Group Study Forms	Due in College Office	Sep 19	Dec 31	Mar 20	Jul 10

**## These reports contain INVALID CALL NUMBERS, DO NOT GIVE TO STUDENTS TO SCHEDULE CLASSES**

**STUDENT SCHEDULING**

**STUDENTS USE EMAIL ADDRESS FOR ACCESS TO WEB SCHEDULING**

1. <b>Departments Post Permission</b>	Before Students window opens	Oct 19	Feb 1	Apr 26	Apr 26
2. BRUTUS WINDOWS	FIRST WINDOW OPEN	Oct 20	Feb 2	Apr 27	Apr 27
3. BRUTUS WINDOWS	LAST WINDOW OPEN	Nov 20	Mar 6	May 28	May 28
4. BRUTUS WINDOWS	CLOSE for add/change course	Jan 9	Apr 3	Jun 26	Sep 25
5. BRUTUS WINDOWS	CLOSE for dropping course	Jan 23	Apr 17	Jul 2	Oct 9

**MIDTERMS, REVIEWS AND FINALS SCHEDULING**

1. Common Exam Date/Time	Due to scheduling	Jul 3	Oct 17	Jan 9	Apr 13
2. Common Midterms	Due to scheduling	Jul 3	Oct 17	Jan 9	Apr 13
3. Common Final Date/Time	To College/Departments	Dec 19	Mar 2	Jun 15	Sep 7
4. Common Exam Dates	Posted on the web	Dec 22	Mar 4	Jun 17	Sep 8
5. No Final Survey	Sent to Departments	Feb 3	Apr 27	Jul 17	Oct 23
6. Final Exam Date/Time	Confirmed to Departments	Feb 20	May 15	Aug 3	Nov 6
7. Course Reviews for Final Exams	Due to scheduling	Mar 6	May 29	Aug 7	Nov 20
8. FINAL EXAMS	Regularly scheduled	Mar 16-19	Jun 8-11	Jul 23/34 Aug 25-27	Dec 7-10

**MASTER SCHEDULE AND QUARTER INFORMATION**

1. Dentistry	SCHED confirm night event PH	Dec 29	Mar 20	Jun 15	Sep 11
2. Email Student Schedules	Sent to students	Jan 2	Mar 27	Jun 19	Sep 21
3. Room changes	Must have signs posted after	Jan 2	Mar 27	Jun 19	Sep 21
4. FIRST DAY OF CLASSES		Jan 5	Mar 30	Jun 22/Jul 27	Sep 23
5. Enrollment Census day	15 <sup>th</sup> Day of quarter	Jan 20	Apr 14	Jul 6 Aug 3	Oct 7
6. LAST DAY OF CLASSES		Mar 13	Jun 5	Aug 24	Dec 4
7. Commencement	Sunday after finals	Mar 22	Jun 14	Aug 30	Dec 13