Schedule Production Timeline for Spring 2018

04.21.17 – Notify departments by email that schedules have been rolled and to begin working on the Spring Schedule. A schedule may be printed by using SZRC SCH or an Excel spreadsheet can be requested.

06.16.17 – Departments submit large space requests and computer classroom requests.

06.16.17 – Departments submit spring schedules to the Scheduling Center.

06.16.17—Deadline for departments to provide scheduling with Chair/Dean approvals for non-standard meeting times and short courses.

08.04.17 – Data entry completed by the Scheduling Center for Spring.

08.07.17-08.11.17—Scheduling reviews non-standard meeting times and short courses.

08.07.17-08.18.17 – Schedulers script against spring to identify errors. Schedulers contact departments to resolve identified issues.

08.21.17 – Scheduling Center submits Spring schedule for reviewed by Office of University Provost.

08.22.17-08.29.17 -- Office of University Provost reviews Spring preassignments and contacts departments in an effort to share college space and maximize utilization.

08.28.17 – Fall classes begin.

09.04.17—All short courses and courses meeting on non-standard times without approvals are cancelled.

09.04.17-09.06.17 – Scheduling Center prepares to run Schedule25.

09.07.17-09.15.17 -- Scheduling Center runs Schedule25 to assign space to courses without space assignments.

09.18.17-- Schedulers contact departments to find possible solutions (computer labs, adjusting enrollment capacity, and adjusting meeting patterns) for courses without space assignments.

09.29.17 – Deadline for departments to submit changes.

09.29.17 – Deadline for departments to submit changes to prerequisites, restrictions, and corequisites.
09.29.17 - Deadline for departments to submit distance learning meetings/exams.

10.09.17-10.12.17—Distance Learning exams and meetings are scheduled.

10.12.17 – Deadline for departments to submit minor changes.

10.13.17- Courses display on RaiderNet with note “under construction”.


10.19.17 – Schedulers complete requests from departments.

10.20.17– Event scheduling begins for Spring.

10.27.17 —All hybrid and web-assisted courses without an on campus, mandatory meeting will be cancelled.

10.27.17—All courses without space assignments are cancelled.

10.30.17-11.03.17 – Scheduling Center performs final checks.

11.06.17—Priority registration begins.

11.06.17 – Requests for room changes are submitted to the Chair, Dean, and Office of University Provost for approval.

Please contact Tammy Maples, Scheduling Coordinator, at 615-898-5815 or Tammy.Maples@mtsu.edu with any questions.