Schedule Production Timeline for Spring 2020

04.01.19 – 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.

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

05.31.19 – Departments submit spring schedules to the Scheduling Center.

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

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

07.22.19-07.29.19 — Scheduling reviews non-standard meeting times and short courses.

07.22.19-07.29.19 – Schedulers script against spring to identify errors. Schedulers contact departments to resolve identified issues.

08.12.19 — Deadline for departments to submit Spring changes prior to Scheduling Center running S25.

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

08.16.19 — Scheduling Center completes final changes.

08.19.19-08.21.19 — Scheduling Center prepares to run Schedule25

08.22.19-09.03.19 — Scheduling Center runs Schedule25 to assign space to courses without space assignments.

08.26.19 — Fall classes begin.
09.06.19-- Schedulers contact departments to find possible solutions (computer labs, adjusting enrollment capacity, and adjusting meeting patterns) for courses without space assignments.

09.20.19- Deadline for departments to submit distance learning meetings/exams.

09.23.19-09.27.19—Distance Learning exams and meetings are scheduled.

10.01.19—Deadline for departments to submit changes to prerequisites and restrictions for Spring.

10.04.19 – Deadline for departments to submit minor changes.

10.04.19- Courses display on PipelineMT with note “under construction”.


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

10.25.19—All courses without space assignments are cancelled.

10.28.19-11.01.19 – Scheduling Center performs final checks.

11.04.19—Priority registration begins.

11.04.19 – Requests for room changes are submitted to the Chair, Dean, and Dr. Tyler Henson.

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