Departmental Class Schedule Building Timeline

2023 Spring Schedule Input Deadlines	
Aug. 8	Proposed schedule due to Deans
Aug.15	Tech Wing and Computer Lab Reservation forms due
Aug. 22	Schedule Building Training - MANDATORY
Aug. 29 – Sept. 2	All Departments input proposed schedule into BANNER
Sept. 2	Lab assignments for BIOLOGY, CHEMISTY and FINE ARTS courses
Sept. 6-16	**Ad ASTRA assigns rooms to remaining courses**
Sept. 12-16	Department Chairs review proposed schedule
Sept. 19-25	Registrar reviews proposed schedule – identifies incorrect data and has appropriate department correct the information
Sept. 26-30	Provost Office reviews and approves final schedule
Oct. 3	Schedule open for viewing
Oct. 31	Priority Registration for Seniors, UHP, Athletes and Graduate Students
Nov. 1	Priority Registration for Juniors
Nov. 2	Priority Registration for Sophomores and Freshmen
Nov. 3	Priority Registration for Newly Admitted Students

2023 Summer and Fall Schedule Input Deadlines	
1st week of January	Schedule due to Deans
Jan. 9	Tech Wing and Computer Lab Reservation forms due
Jan. 13	Schedule Building Training - MANDATORY
Jan. 18- 27	All Departments input proposed schedule into BANNER
Jan. 27	Lab assignments for BIOLOGY, CHEMISTY and FINE ARTS courses
Jan. 30 - Feb. 8	**Ad ASTRA assigns rooms to remaining courses**
Feb. 6-10	Department Chairs review proposed schedule
Feb. 13-17	Registrar reviews proposed schedule – identifies incorrect data and has appropriate department correct the information
Feb. 20-24	Final schedule due to Provost office for final review and approval
Feb. 27	Schedule open for viewing
Mar. 27	Priority Registration for Seniors, UHP, Athletes and Graduate Students
Mar. 28	Priority Registration for Juniors
Mar. 29	Priority Registration for Sophomores and Freshmen
Mar. 30	Priority Registration for Newly Admitted Students