## Fall 2019

### 201910

**CourseLeaf Schedule of Classes Process**

**Tentative Upcoming Schedule of Classes (TUSC)**

### Design Mode - PLAN PHASE

- **Monday, Jan. 7, 2019**
  - Fall 2019 TUSC report posted to the web.
  - CourseLeaf Fall 2019 term moved from LOCKED to PLAN Phase.

- **Monday, March 4, 2019**
  - Each scheduling unit must VALIDATE the schedule and START WORKFLOW for the College Dean to approve.

- **March 4 - 11**
  - College Deans will be approving each schedule and bridging the schedules to Banner - upon bridging each scheduling unit will be moved into Refine Mode - Plan Phase

### Refine Mode - PLAN PHASE

- **March 4 - 11**
  - Scheduling Units will go into Refine Mode - Plan Phase as they are approved.

- **March 11 - 13**
  - Large Room Audit run - results to Deans and affected departments

- **Tuesday March 19, 2019**
  - Plan Phase ends at 4:00 pm.

### Refine Mode - ROOM ASSIGNMENT PHASE (Locked)

- **March 19 – 28**
  - Room scheduling

- **Thursday, March 28, 2019**
  - Fall 2019 classes viewable online end of day; room assignments unofficial

### Refine Mode - PUBLISH PHASE

- **Thursday, March 28, 2019**
  - Scheduling units can continue to make allowed changes and will see changes reflected immediately in Class Search

- **October 2019**
  - Scheduling units can continue to make allowed changes and will see changes reflected immediately in Class Search