

Spring 2019

201820

CourseLeaf Schedule of Classes Process

Design Mode - PLAN PHASE

Monday, August 6, 2018 Spring 2019 TUSC report distributed to departments;
CourseLeaf Spring 2019 term moved from LOCKED to PLAN Phase

Monday, October 1 Each scheduling unit must VALIDATE the schedule and START WORKFLOW for the College Dean to approve.

October 1 - 8 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

October 1 - 8 Scheduling Units will go into Refine Mode - Plan Phase as they are approved

October 8 - 10 Large Room Audit run - results to Deans and affected Departments

Tuesday, October 16 Plan Phase ends at 4:00 pm.

Refine Mode - ROOM ASSIGNMENT PHASE "Locked"

October 17 – 25 Room scheduling

Thursday, October 25 Spring 2019 classes viewable online end of day; room assignments unofficial

Refine Mode - PUBLISH PHASE

October 25, 2018 -
January 22, 2019 Scheduling Units can continue to make allowed changes and will see changes reflected immediately in Class Search