

Scheduling Timeline: Summer & Fall 2018

Last updated 12/11/17

Note: deadlines are subject to change. Schedulers will be notified of deadline changes via the Registration/Scheduling Listserv

SECTION REQUEST SYSTEM (SRS) OPEN TO SUMMER & FALL 2018 REQUESTS	ASTRA OPEN	Section Request System (SRS) & Ad Astra Open	
			<p>SRS opens for Summer 2018 (201821) and Fall 2018 (201831) requests</p> <ul style="list-style-type: none"> -update 201821/201831 section listings by submitting updates through SRS -please continue to use existing forms to request Special Topics and Study Abroad sections. -use Compass form SSASECT to update enrollment maxes and assign instructors
		December 13	<p>ASTRA opens for changes to meeting days, times, and room assignments</p> <ul style="list-style-type: none"> - new and cancelled sections approved through SRS will update in Astra nightly - prepare lecture (LEC) and seminar (SEM) meetings seeking room assignments during optimization. Contact Scheduling for guidance on best practices - sections that do not require a room assignment should be indicated using the "Do Not Optimize" checkbox in Ad Astra - exams scheduled outside recurring weekly class meetings must be listed prior to Go Live on March 13.
		February 16 (5:00 PM)	<p>Deadline: SRS approvals not received by the Registrar Reviewer by February 16, 2018 may not be available to add meeting information in Astra before it closes</p>
		February 23 (5:00 PM)	Ad Astra access closes. *Room priorities no longer apply*
	GO LIVE	February 26 - March 12	Room Optimization: Scheduling assigns available classrooms to lecture (LEC) and seminar (SEM) meetings without room assignments based on percentage seat fill and campus region
		March 13	Summer and Fall 2018 Schedules live in Howdy
	SRS (After Go Live)	March 13	<p>Access to request, edit, and cancel sections remains open.</p> <p>IMPORTANT:</p> <ul style="list-style-type: none"> -Requests to cancel sections with active enrollment will not be processed. -Requests to edit grade mode and/or credit hours will be retroactively applied to all previously registered students.
		July 09 (5:00 PM)	SRS access closes for Summer 2018
		August 31 (5:00 PM)	SRS access closes for Fall 2018