

Scheduling Timeline: Spring 2019

Last updated 05/31/18

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

SECTION REQUEST SYSTEM (SRS) OPEN TO SPRING 2019 REQUESTS	AD ASTRA OPEN	June 22	<p>Section Request System (SRS) & Ad Astra Open</p> <p>SRS opens for Spring 2019 (201911) requests</p> <ul style="list-style-type: none"> - Update 201911 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
			<p>AD ASTRA opens for updates 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 - Remember to 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
		September 14 (5:00 PM)	<p>Deadline: SRS approvals not received by the Registrar Reviewer by September 14, 2018 may not be available to add meeting information in Astra before it closes.</p>
		September 21 (5:00 PM)	<p>Ad Astra access closes. *Room priorities no longer apply*</p>
	GO LIVE	Sep. 24 - Oct. 12	<p>Room Optimization: Scheduling assigns available classrooms to lecture (LEC) and seminar (SEM) meetings without room assignments based on percentage seat fill and campus region</p>
		October 15	<p>Spring 2019 Schedule live in Howdy</p>
	SRS (After Go Live)	October 15	<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. Please drop all registered students prior to submitting a request to cancel. -Requests to edit grade mode and/or credit hours will be retroactively applied to all previously registered students.
		January 18 (5:00 PM)	<p>SRS access closes for Spring 2019</p>