**New Section Request System (SRS) Opens**

Departmental Schedulers access to submit requests to create new, edit, and cancel sections for Summer 2017 (201721) and Fall 2017 (201731) terms opens.

Dean Approver access to approve/deny departmental requests for 201721 and 201731 terms opens.

**IMPORTANT:**
- Authorization and training is required to receive access to SRS. Please inquire with the Office of the Registrar-Scheduling at 458-4950.
- SRS will remain open throughout the scheduling cycle, Overnight imports will update SRS Active Sections lists with changes approved by Registrar Reviewers the previous day.
- Institutions and departments are encouraged to submit requests to add or cancel sections in the Spring term to ensure they are immediately available to assign meeting information when Astra opens.
- Instructors and enrollment maximums should be updated in Compass using SSASECT.

**Special Section Types**
- Special Topics 289, 489, and 689
- Study Abroad
- Please continue to use existing forms to request Special Topics and Study Abroad sections. Future enhancements to SRS are planned to include these types of requests.

---

**Ad Astra Open**

**January 6**

Ad Astra scheduling open for changes to meeting days, times, and room assignments. SRS remains open to new, cancel and edit requests.

**IMPORTANT:**
- 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.

**February 17 (5:00 PM)**

Deadline: SRS approvals not received by the Registrar Reviewer by February 17, 2017 may not be available to add meeting information in Astra before it closes.

**February 24 (5:00 PM)**

Ad Astra access closes. *Room priorities no longer apply*

**GO LIVE**

**February 27 - March 14**

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 15**

Summer/Fall 2017 Schedules live in Howdy

**SRS (After Go Live)**

**March 16**

Access to request, edit, and cancel sections remains open.

**IMPORTANT:**
- 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 10 (5:00 PM)**

SRS access closes for Summer 2017

**September 1 (5:00 PM)**

SRS access closes for Fall 2017