

Scheduling Timeline: Summer/Fall 2017

Last updated 11/21/16

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

SECTION REQUEST SYSTEM (SRS) OPEN	December 9	<p>**New** Section Request System (SRS) Opens</p> <p>Departmental Scheduler access to submit requests to create new, edit, and cancel sections for Summer 2017 (201721) and Fall 2017 (201731) terms opens.</p> <p>Dean Approver access to approve/deny departmental requests for 201721 and 201731 terms opens.</p> <p>IMPORTANT:</p> <ul style="list-style-type: none"> -Authorization and training is required to receive access in 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. -Departments are encouraged to submit requests to add or cancel sections ahead of the Astra Access Period to ensure they are immediately available to assign meeting information when Astra opens. -Instructors and enrollment maximums should be updated in Compass using SSASECT <p><u>Special Section Types</u></p> <p>Special Topics 289, 489, and 689 Study Abroad</p> <p>-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.</p>	
	AD ASTRA OPEN	January 6	<p>Ad Astra scheduling open for changes to meeting days, times, and room assignments. SRS remains open to new, cancel and edit requests.</p> <p>IMPORTANT:</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
		February 17 (5:00 PM)	<p>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.</p>
		February 24 (5:00 PM)	<p>Ad Astra access closes. *Room priorities no longer apply*</p>
	GO LIVE	February 27 - March 14	<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>
		March 15	<p>Summer/Fall 2017 Schedules live in Howdy</p>
	SRS (After Go Live)	March 16	<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 10 (5:00 PM)	<p>SRS access closes for Summer 2017</p>
		September 1 (5:00 PM)	<p>SRS access closes for Fall 2017</p>