

# Scheduling Timeline: Spring 2018

Last updated 05/18/17

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

SECTION REQUEST SYSTEM (SRS) OPEN TO SPRING 2018 REQUESTS	AD ASTRA OPEN	June 23	<p><b>Section Request System (SRS) &amp; Ad Astra Open</b></p> <p>SRS opens for Spring 2018 (201811) requests</p> <ul style="list-style-type: none"> <li>-update 201811 section listings by submitting updates through SRS</li> <li>-please continue to use existing forms to request Special Topics and Study Abroad sections.</li> <li>-use Compass form SSASECT to update enrollment maxes and assign instructors</li> </ul>
			<p>AD ASTRA opens for changes to meeting days, times, and room assignments</p> <ul style="list-style-type: none"> <li>- new and cancelled sections approved through SRS will update in Astra nightly</li> <li>- prepare lecture (LEC) and seminar (SEM) meetings seeking room assignments during optimization. Contact Scheduling for guidance on best practices</li> <li>- sections that do not require a room assignment should be indicated using the "Do Not Optimize" checkbox in Ad Astra</li> </ul>
		September 15 (5:00 PM)	<p>Deadline: SRS approvals not received by the Registrar Reviewer by September 15, 2017 may not be available to add meeting information in Astra before it closes</p>
		September 22 (5:00 PM)	<p>Ad Astra access closes. <b>*Room priorities no longer apply*</b></p>
	GO LIVE	Sep. 25 - Oct. 13	<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 16	<p>Spring 2018 Schedule live in Howdy</p>
	SRS (After Go Live)	October 16	<p>Access to request, edit, and cancel sections remains open.</p> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>-Requests to cancel sections with active enrollment will not be processed.</li> <li>-Requests to edit grade mode and/or credit hours will be retroactively applied to all previously registered students.</li> </ul>
		January 22 (5:00 PM)	<p>SRS access closes for Spring 2018</p>