

Course Section Scheduling Cycle

Many of these time frames depend on how the academic calendar and holidays fall each year. The scheduling cycle runs on a fairly tight schedule.

Winter & Spring Cycle	
Deans' offices receive first drafts of winter and spring schedules for initial edits. These drafts are modified copies of the last "like" term.	Early April (approx. one month before end of classes)
First drafts of winter and spring schedules are due back to Registrar.	Mid-May (on/about end of spring classes)
Winter and spring sections are built in Banner.	Late May – late July
Deans' offices receive final drafts of winter and spring schedules for final edits.	Early August (approx. one month before due date in September)
Final drafts of winter and spring schedule are due back to Registrar.	Mid-September (on/about two weeks after first day of fall classes)
Winter and spring edits are entered in Banner.	Mid-September – Early October
Winter and spring schedules are posted on WebCentral.	First week in October (approx. two weeks before academic advising)
Room optimization and scheduling in Ad Astra*	Early to Mid-October

Summer & Fall Cycle	
Deans' offices receive first drafts of summer and fall schedules for initial edits. These drafts are modified copies of the last "like" term.	Early November (approx. one month before end of classes)
First drafts of summer and fall schedules are due to Registrar.	Early December (on/about end of fall classes)
Summer and fall sections are built in Banner.	Mid-December- Early January
Deans' offices receive final drafts of summer and fall schedules for final edits.	Mid-January (on/about first day of spring classes)
Final drafts of summer and fall schedules are due back to Registrar.	Mid-February (approx. one month after first day of spring classes)
Summer and fall edits are entered in Banner	Mid-February – Early March
Summer and fall schedules are posted on WebCentral.	First week in March (approx. two weeks before academic advising)**
Room optimization and scheduling in Ad Astra*	Early to Mid-March

*Room scheduling in Ad Astra and section edits in Banner cannot occur simultaneously. So, it is important that final draft edits are complete and accurate prior to room scheduling.

** Timing can be impacted by curriculum changes approved by Faculty Senate effective for the Fall semester.