**SU/FA19 Schedule Production**

**Division Council Review Timeline:** 10/3/18

**Ad Astra Import:**
- Date: 10/16

**Betsy/OI: Schedule Guidelines set:**
- Date: 10/15

*Deans/DC Schedule Development:
- Date: 10/16 to 11/28*

**Admin Professional enter schedule:
- Date: 11/29/18 to 1/7/19***

**Dept. Chairs: Fox Room Requests**
- Date: 10/16 – 11/19

**Admin Professionals: AS Fox Room Entry Due**
- Date: 11/30

**Admin Professional: Schedule Production Report review – corrections by AS**:
- Date: 1/8 – 1/16

**Max: WC1 Production:**
- Date: 2/1 to 2/14

**Dept. Chairs/Admin Professional: WC2 Released for review:**
- Date: 3/11

**Max: WC2 Production:**
- Date: 3/1 to 3/8

**Dept. Chairs/Admin Professional: WC2 Released for review:**
- Date: 3/11

**Max:**
- Date: uploads to Folger: 3/15

**Folger sends proof to WVC:**
- Date: 3/19

**Provost/VPSS sign off:**
- Date: 3/20

**Printed Schedule delivered to campus:**
- Date: 3/29

**Final Web Posting:**
- Date: 3/25

**Registration opens:**
- Date: mid-April

**ZTC (Zero Textbook Cost) Entry should be completed before the Final Web Posting.**

*Including Cross-listing

** Review PDF Argos Report and make updates/corrections prior to review of CH & WC1 production.

*** Typos Only

**** 3/13 Cut off date for all Banner scheduling (SU/FA19) – Changes must be approved by Office of Instruction via SCF.