Schedule Production Visual Timeline

Schedule Roll

- •Who: Academic Scheduling
- What: Copy of previous like term schedule created and cleaned up for
- •Timeline: 1 week



Schedule Solicitation

- •Who: Department Scheduling Contacts
- What: Departments edit schedule in Campus Planning Interface (CPI) for new term
- •Timeline: 3 weeks



Schedule Optimization

- •Who: Academic Scheduling
- •What: New class schedule is optimized into appropriate classroom space
- •Timeline: 2 weeks



Schedule Entry

- •Who: Academic Scheduling
- •What: CPI edits processed in Banner
- •Timeline: 3 weeks



Schedule Review

- •Who: Department Scheduling Contact, Associate Deans, and Academic Scheduling
- What: Departments and Associate Deans review final schedule for errors or changes. Academic Scheduling processes changes needed.
- •Timeline: 3 weeks



Schedule Production

- •Who: Academic Scheduling
- What: Final schedule is made available to view on CougarNet. AB forms required for any changes made after publication.