

REVISED Schedule Production Calendar – Fall 2021

Day	Date	Description
Monday	March 01, 2021	Roll Fall 2020 to Fall 2021 and Review Roll *
Friday	March 05, 2021	Complete Round 1 packet and Post to AS website*
Monday	March 08, 2021	Begin Round 1 Departments can begin to input schedules
Wednesday	March 17, 2021	End Round 1 Departments complete their schedule in PeopleSoft Deadline for Departments to submit Global notes
Thursday– Tuesday	March 18 - 23, 2021	College Reps to review room grids in ASTRA (Dept. do not have PS access) <ul style="list-style-type: none"> • <i>Create reports and return to colleges/departments to correct errors*</i>
Wednesday	March 24, 2021	Begin Round 1.5 – College Reps to distribute reports All Departments will have access in PeopleSoft to clean-up & finalize schedule
Monday	April 05, 2021	End Round 1.5- College turn in Shared Allocation List
Tuesday – Friday	April 06 - 23, 2021	Departments review their schedule and work on adapting to the time changes*
Monday	April 26, 2021	Round 2 – Departments can begin to request additional adds/corrections through OnBase
Wednesday	April 28, 2021	End Round 2 (Requests received after 11:59pm on OnBase will be processed as time permits)
Thursday - Wednesday	April 29 – May 05, 2021	Complete Round 2 Data Entry, re-run reports* <ul style="list-style-type: none"> • <i>Run Cross-Listing Process (5/4)</i>
Thursday	May 06, 2021	Schedule completed*
Monday	May 10, 2021	Depts can begin submitting additional requests (Instruction mode, mtg pat changes will need cancel and add requests)

- Spring Break is
March 29 - April 02

- Campus closed on
March 31st

*Completed by Academic Scheduling
Department tasks in boldface

Wednesday, May 12, 2021 First day of Advance Registration for Continuing Students