

## Schedule Production Calendar – Fall 2022

<b>Day</b>	<b>Date</b>	<b>Description</b>
Monday	February 14, 2022	Academic Scheduling & Space Management (AS&SM) will rollover the Fall 2021 schedule with the Fall 2022
Friday	February 18, 2022	AS&SM will complete Round 1 packet and post to AS&SM website
<b>Monday</b>	<b>February 21, 2022</b>	<b>Begin Round 1</b> <b>Departments can begin to input schedules</b>
<b>Friday</b>	<b>March 04, 2022</b>	<b>End Round 1</b> <b>Departments complete their schedule in PeopleSoft and submit Global Notes</b>
<b>Monday– Thursday</b>	<b>March 07 – 10, 2022</b>	<b>College Representatives review room grids in Ad-ASTRA. Departments will not have PeopleSoft access yet.</b> <ul style="list-style-type: none"> <li><i>AS&amp;SM will create scheduling reports and return to colleges/departments for review so they can make corrections as needed</i></li> </ul>
<b>Friday</b>	<b>March 11, 2022</b>	<b>Begin Round 1.5</b> <b>College Representatives distribute scheduling reports. <u>All</u> Departments will have access in PeopleSoft to make corrections and finalize their schedule.</b>
<b>Monday</b>	<b>March 21, 2022</b>	<b>End Round 1.5</b> <b>Colleges return their Shared Allocation List</b>
Tuesday – Friday	March 22 - 25, 2022	AS&SM will re- run reports to clean-up the schedule and complete Global Notes
<b>Monday</b>	<b>March 28, 2022</b>	<b>Round 2</b> <b>Departments can begin to request changes to their course offerings through OnBase</b>
<b>Wednesday</b>	<b>March 30, 2022</b>	<b>End Round 2</b> <b>(Requests submitted after 5:00 PM on OnBase will be processed as time permits by the AS&amp;SM staff)</b>
Friday - Friday	April 01 – April 08, 2022	AS&SM will complete Round 2 data entry and re-run reports <ul style="list-style-type: none"> <li><i>AS&amp;SM will process the Cross-Listing report (4/06)</i></li> </ul>
Friday	April 08, 2022	AS&SM will complete the schedule by 5:00 PM
<b>Monday</b>	<b>April 11, 2022</b>	<b>Departments can begin submitting additional requests to change their course offerings through OnBase</b> <ul style="list-style-type: none"> <li><i>Class Schedule and Enrollment Registration Appointments are posted on MySJSU</i></li> </ul>

***Tuesday, April 26, 2022 First day of Advance Registration for Continuing Students***