

## Schedule Production Calendar – Fall 2023

<b>Day</b>	<b>Date</b>	<b>Description</b>
Monday	February 13, 2023	Roll Fall 2022 to Fall 2023 and Review Roll *
Friday	February 17, 2023	Complete Round 1 packet and Post to AS website*
<b>Monday</b>	<b>February 20, 2023</b>	<b>Begin Round 1</b> <b>Departments can begin to input schedules</b>
<b>Wednesday</b>	<b>March 01, 2023</b>	<b>End Round 1</b> <b>Departments complete their schedule in PeopleSoft</b>  <b>Deadline for Departments to submit Global notes</b>
<b>Thursday – Tuesday</b>	<b>March 02 – 07, 2023</b>	<b>College Reps to review room grids in ASTRA</b> (Dept. do not have PS access) <ul style="list-style-type: none"> <li>• <i>Create reports and return to colleges/departments to correct errors*</i></li> </ul>
<b>Wednesday</b>	<b>March 08, 2023</b>	<b>Begin Round 1.5 – College Reps to distribute reports</b> <b><u>All</u> Departments will have access in PeopleSoft to clean-up &amp; finalize schedule</b>
<b>Thursday</b>	<b>March 16, 2023</b>	<b>End Round 1.5- College turn in Shared Allocation List</b>
Friday – Friday	March 17 - 24, 2023	Re- run reports/delete/clean up schedule* <ul style="list-style-type: none"> <li>• Complete Global notes*</li> </ul>
<b>Monday</b>	<b>March 27, 2023</b>	<b>Round 2 – Departments can begin to request additional adds/corrections through OnBase</b>
- Spring Break is March 27- March 31 <sup>st</sup> - Campus closed on March 31 <sup>st</sup>		
<b>Thursday</b>	<b>March 30, 2023</b>	<b>End Round 2 (Requests received after 5 pm on OnBase will be processed as time permits)</b>
Monday - Friday	April 03 – April 07, 2023	Complete Round 2 Data Entry, re-run reports* <ul style="list-style-type: none"> <li>• <i>Run Cross-Listing Process (4/05)</i></li> </ul>
Friday	April 07, 2023	Schedule completed by 5:00PM*
<b>Tuesday</b>	<b>April 11, 2023</b>	<b>Depts can begin submitting additional requests</b>  <i>Class Schedule &amp; Enrollment appointments posted on MyJSU</i>

\*Completed by Academic Scheduling  
**Department tasks in boldface**

***Tuesday, April 25, 2023 First day of Advance Registration for Continuing Students***