

Fall 2019 Schedule Timeline

Scheduling Tools to Chairs	1 week	<del>01/28/19-</del> 2/4/19- 02/08/19
Chairs meet with Deans; Dean approves and signs	2 weeks	02/11/19- 02/22/19
Chairs meet with Scheduler to enter schedules and submit Faculty Matrix	2 weeks	02/25/19- 03/08/19
Review #1: Chairs review schedules in PeopleSoft and enters any changes via SCRs	1 week	03/11/19- 03/15/19
Review #2: Chairs confirm previous changes were implemented in PeopleSoft and enter any new changes via SCRs	1 week	03/18/19- 03/22/19
Review #3: Schedule is posted for online review by all faculty; Chairs enter edits via SCRs	3 days	03/25/19- 03/27/19
Final Schedule Posted Online		4/10/2019

Summer 2019 Schedule Timeline

Recommended Schedules to Chairs	1.5 weeks	01/16/19- 01/25/19
Chairs meet with Deans; Dean approves and signs	2 weeks	01/28/19- 02/08/19
Chairs meet with Schedulers to enter schedules	2 weeks	02/11/19- 02/22/19
Review #1: Chairs review schedules in PeopleSoft and enters any changes via SCRs	1 week	02/25/19- 03/01/19
Review #2: Chairs confirm previous changes were implemented in PeopleSoft and enter any new changes via SCRs	1 week	03/04/19- 03/08/19
Review #3: Schedule is posted for online review by all faculty; Chairs enter edits via SCRs	5 days	03/11/19- 03/15/19
Final Schedule Posted		3/20/2019