

## Spring-Summer 2024 College/School/Division Production Schedule For the Schedule of Classes

PHASE I	SCHEDULE
<b>Dept Receive 1st Distribution (MCA)</b> Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	<b>(Receive on Monday)</b> 02/20/2023
Departments make changes to the 1st Distribution. Follow the instructions attached to your email. In addition to changes, <b>be sure to use your priority rooms</b> , update cross listings, as well as proof all text. (2 weeks)	02/20/2023 - 03/17/2023
<b>Dept Return 1<sup>st</sup> Distribution</b> via email to Classroomscheduling@pfw.edu Copy Jana Lese on your return email. No changes will be accepted after this date for the 1st Distribution. Additional changes can be made on the 2nd Distribution.	<b>(Return on Friday)</b> 03/17/2023
PHASE II	
<b>Dept receive 2nd Distribution (MCA)</b> Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	<b>(Receive on Wednesday)</b> 05/03/2023
Colleges/Schools/Divisions make changes to the <b>2nd Distribution</b> . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text.	05/03/2023 - 05/24/2023
<b>Return 2nd Distribution</b> via email to Classroomscheduling@pfw.edu Copy Jana Lese on your return email. No changes will be accepted after this date for the 2nd Distribution. Additional changes can be made on the Final Distribution.	<b>(Return on Wednesday)</b> 05/24/2023
PHASE III	
<b>Dept receive 3rd Distribution (MCA)</b> Master Course Audit electronically from Classroom Scheduling. Detailed directions, and class Scheduling pattern attached. Please note: Continuing Studies courses are included.	<b>(Receive on Wednesday)</b> 06/21/2023
Colleges/Schools/Divisions make changes to the 3rd <b>Distribution</b> . Follow the instructions attached to your email. In addition to changes, be sure to review priority rooms, update cross listings, as well as proof all text.	06/21/2023 - 07/19/2023
<b>Return 3rd and Final Distribution</b> via email to Classroomscheduling@pfw.edu Copy Jana Lese on your return email.	<b>(Return on Wednesday)</b> 07/19/2023
Academic Departments can begin sending Form 200's	08/14/2023
<b>Schedule goes live on 09-25-2023</b>	09/25/2023
The attachments sent by the Registrar's Office are located on the following website:	
<a href="https://pfw.edu/offices/registrar/faculty/schedule_production.html">https://pfw.edu/offices/registrar/faculty/schedule_production.html</a>	