

## Fall 2022 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 Tuesday)</b> 09/21/2021
Departments make changes to the 1st Distribution. Follow the instructions attached to your email. In addition to changes, be sure to use priority rooms, update cross listings, as well as proof all text. (3 weeks)	09/21/2021 - 10/04/2021
<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 Monday)</b> 10/04/2021
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 Tuesday)</b> 10/26/2021
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.	10/26/2021 - 11/12/2021
<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 Friday)</b> 11/12/2021
Phase III	
<b>Dept receive 3rd Distribution (MCA)</b> Master Course Audit electronically from Classroom Scheduling.	<b>(Receive on Monday)</b> <b>01/03/2022</b>
<b>Return 3rd and Final Distribution</b> via email to Classroomscheduling@pfw.edu Copy Jana Lese on your return email.	<b>(Return on Friday)</b> 01/21/2022
Changes requested after the final distribution will be accepted via email through <u>2/04/2022</u> . After 2/04/2022 <i>no changes will be accepted - no exceptions</i>	02/04/2022
<b>Schedule goes live on 02-16-2022</b>	<b>02/16/2022</b>
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>	