

Spring & Summer 2021 Schedule of Classes Schedule for Academic Units		Production
PHASE I		Dates and Information
1st Distribution - The (MCA) Master Course Audit is sent electronically to Academic Departments. Detailed directions, and a copy of the class scheduling pattern, are attached.	Classroom Scheduling will send MCA to all Academic Departments on (Friday) 03/27/2020	
1st Distribution - Academic Units make changes during these dates. Follow the instructions attached to the email. Be sure to utilize your priority rooms and follow the color code. <i>Distributions will be returned</i> if any other color is used. No changes will be accepted after 04/27/2020. Additional changes can be made on the 2nd distribution.	Academic Departments work on changes from 03/27/2020 - 04/27/2020	
1st Distribution - The (MCA) Master Course Audit is returned electronically to classroomscheduling@pfw.edu by 04/27/2020. Be sure to copy Jana Lese when you return your Master Course Audit (MCA). No changes will be accepted after 04/27/2020. Additional changes can be made on the 2nd Distribution.	Academic departments return MCA electronically to classroomscheduling@pfw.edu by (Monday) 04/27/2020	
PHASE II		
2nd Distribution - The (MCA) Master Course Audit is sent electronically to Academic Departments. Attached are the Production Schedule, 2nd Distribution Instructions, and the 2nd Distribution	Classroom Scheduling will send MCA to all Academic Departments on (Friday) 05/22/2020	
2nd Distribution - Academic Departments make changes during these dates. Follow the instructions attached to your email. Priority rooms are no longer available. <i>Distributions will be returned</i> if any other color is used. No changes will be accepted after 06/22/2020. Additional changes can be made on the 3rd and final distribution.	Academic departments work on changes from 05/22/2020 - 06/22/2020	
2nd Distribution - The (MCA) Master Course Audit is returned to classroomscheduling@pfw.edu by 06/22/2020. Be sure to copy Jana Lese when you return your Master Course Audit (MCA). No changes will be accepted after 06/22/2020. Additional changes will have to be made on the 3rd and final Distribution.	Academic departments return MCA electronically to classroomscheduling@pfw.edu by (Monday) 06/22/2020	
PHASE III - Final Distribution		
3rd and Final Distribution - MCA (Master Course Audit) sent electronically to Academic Units. Attached are the Production Schedule, 3rd Distribution Instructions, and the 3rd and FINAL Distribution.	Classroom Scheduling will send MCA to all Academic Departments on (Friday) 07/17/2020	
3rd and Final Distribution - Academic Units make changes to the 3rd and final Distribution. Follow the instructions attached to your email. Distributions will be returned if any other color is used. No changes will be accepted after 08/10/2020. This is the last opportunity to update your schedule for spring and summer 2021.	Academic departments work on changes from 07/17/2020 - 08/17/2020	

3rd Distribution - The (MCA) Master Course Audit is returned to classroomscheduling@pfw.edu by 08/17/2020. Be sure to copy Jana Lese when you return your Master Course Audit (MCA).	Academic departments return MCA electronically to classroomscheduling@pfw.edu by (Monday) 08/17/2020
FREEZE CHANGES - no changes can be made.	09/05/2020
Schedule goes live on 10/05/2020	