

Spring/Summer 2022 - Production Schedule for The Schedule of Classes - Academic Departments

PHASE I - 1st Distribution	SCHEDULE
Receive 1st Distribution (MCA) Master Course Audit electronically from Classroom Scheduling. This Production Schedule, detailed directions, and the class Scheduling pattern are included.	2/22/2021
Departments make changes to the 1st Distribution. Follow the instructions attached with email. In addition to changes, be sure to use priority rooms, review and update cross listings, and edit all text.	2/22/2021 - 03/19/2021
Return 1st Distribution via email to Classroomscheduling@pfw.edu Copy Jana Lese on your return email. Additional changes can be made on the 2nd Distribution.	3/19/2021
PHASE II - 2nd Distribution	
Receive 2nd Distribution (MCA) Master Course Audit electronically from Classroom Scheduling. This Production Schedule, detailed directions, and the class Scheduling pattern are included.	5/03/2021
Colleges/Schools/Divisions make changes to the 2nd Distribution . 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.	4/30/2021 - 05/21/2021
Return 2nd Distribution via email to classroomscheduling@pfw.edu Copy Jana Lese on your return email. Additional changes can be made on the 3rd and Final Distribution.	5/21/2021
PHASE III - 3rd Distribution	
Receive 3rd and Final Distribution (MCA) Master Course Audit electronically from Classroom Scheduling.	6/28/2021
Colleges/Schools/Divisions make changes to the 3rd and Final Distribution . 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.	06/28/2021- 07/30/2021
Return 3rd and Final Distribution via email to Classroomscheduling@pfw.edu . Copy Jana Lese on your return email.	7/30/2021
Changes to Spring and Summer 2022 are on hold until 09/02/2021 - email sent to dept with updated Production Schedule	8/12/2021
Phase IV - Final Process	
Scheduling Team (IUFW and DE) begin the review of the Master Course Audit (MCA). Looking for classes scheduled outside the approved patterns, missing rooms, text, scheduling codes, enrollment max vs room capacity, etc	08/16/2021-08/31/2021
Departments can begin sending form 200's for Spring and Summer 2022 to Classroom Scheduling	9/2/2021
SCHEDULE GOES LIVE - Academic Departments will receive an email when the Schedule of Classes is live	9/24/2021
Registration information	
Degree Candidates, Grad Students, Seniors begin registration	10/25/2021