



# FALL 2008

## Class Schedule Production Timeline

### DECEMBER

- December 1      Deadline for course fees requests and approvals  
December 7      First Proof sent out to Deans' Offices via email  
December 19     **\*\*CANCELLED\*\*** Administrative Staff Training- Media Room (340 Library) 11am - 12pm  
                         -Please RSVP at [fysched@uaf.edu](mailto:fysched@uaf.edu) (Will meet with individuals)
- Administrative Staff Training 9am - 10:30ish am @ TVC (Barnette Street) Room 119  
-Please RSVP at [fysched@uaf.edu](mailto:fysched@uaf.edu)

### JANUARY

- January 31      **First Proof due back from Deans' Offices by 5pm**  
                         -Sent via email to [fysched@uaf.edu](mailto:fysched@uaf.edu) in same spreadsheet format

### FEBRUARY

- February 11     Second proofs available for review with section status reports      (SSR2SEC)  
                         -Reminders sent to Deans' Offices via email
- February 15     **Second proofs due back from academic departments by 5pm**  
                         -Original hard copy of section status reports with corrections written in red
- February 21     Original Special Topics approval forms due by 5pm to meet printed publication  
February 21     Begin final proof download and conversion to Word  
                         -Adjustments/ Inserts to final proof and fees checked by Jason M./ UAF Business Office

### March

- March 3          Final proofs in Word document sent to Deans' Offices via email  
March 6          **Final proofs and sign offs due from academic departments by 5pm**  
                         -Original hard copy printout with corrections written in red
- March 12        Final proof to University Marketing and Publication  
March 12        TVC Bulletin Download to Darcy Duvlea

### APRIL

- March 24        UA Online Class Schedule available for view  
April 1          UAF Course Finder Class Schedule available for view  
April 7          CLASS SCHEDULES ARRIVE AND AVAILABLE TO STUDENTS  
April 10        Fall 2008 Class Schedule website goes live online ([www.uaf.edu/reg/schedule](http://www.uaf.edu/reg/schedule))  
April 14        Fall 2008 Registration begins

