

# SPRING 2009

## CLASS SCHEDULE PRODUCTION

PRODUCTION PHASE	START DATE	END DATE
1 <sup>st</sup> Proof Distributed to Deans' offices	04.25.08	****
Departmental Admin Training @Media Classroom (340 RASM) 11a-12p	08.28.08	****
Departmental Admin Training @ TVC (604 Barnette) 8:30a-10a	09.02.08	****
1 <sup>st</sup> Proof due back from Deans' Offices by 5pm *Sent via email to <a href="mailto:fysched@uaf.edu">fysched@uaf.edu</a> in excel format	09.17.08	****
Printout/1 <sup>st</sup> Proof entries in Banner/On-going comparison checks with section status reports	09.17.08	09.25.08
2 <sup>nd</sup> Proofs available for review with section status reports (SSR2SEC) *Reminders sent to Deans' offices	09.26.08	****
Special Topics approval forms due by 5pm to meet publication	09.26.08	****
2 <sup>nd</sup> Proofs due back from Academic Depts. by 5pm- Original hard copy of report w/ corrections in red	09.30.08	****
2 <sup>nd</sup> Proof entries in Banner/ On-going comparison checks	09.30.08	10.02.08
Download/ Run Macros- Adjustments & inserts to Final proof/ Fees checked by Jason M. (Business office)	10.02.08	10.08.08
Final Proofs sent to Deans' offices via email (Word document format)	10.09.08	****
Final Proofs & sign offs due from academic depts. by 5pm (Original hard copy printout with corrections in red)	10.14.08	****
Make final corrections	10.15.08	10.17.08
Final proof submission to University Relations / TVC Bulletin Download to Darcy H.	10.17.08	****
UAF Course Finder & UA Online Spring 2009 Class Schedule LIVE	10.27.08	****
Spring 2009 Class Schedule goes live online ( <a href="http://www.uaf.edu/reg/schedule">www.uaf.edu/reg/schedule</a> )	11 .08-12.08	
Class Schedules arrive & available to students	11.12.08	****
Spring 2009 Registration begins	11.17.08	****

**Academic Scheduling – Mae Del Castillo**

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