

SPRING 2010

CLASS SCHEDULE PRODUCTION

PRODUCTION PHASE	START DATE	END DATE
1 st Proof Distributed to Deans' offices	06.24.09	****
Departmental Admin Training @Media Classroom (340 RASM) 11a-12p	08.27.09	****
Departmental Admin Training @ TVC (604 Barnette) 8:30a-9:30a	08.28.09*	****
1 st Proof due back from Deans' Offices by 5pm *Sent via email to fysched@uaf.edu in excel format	09.09.09	****
Printout/1 st Proof entries in Banner/On-going comparison checks with section status reports	09.09.09	09.17.09
2 nd Proofs available for review with section status reports (SSR2SEC) *Reminders sent to Deans' offices	09.18.09	****
Special Topics approval forms due by 5pm to meet publication	09.18.09	****
2 nd Proofs due back from Academic Depts. by 5pm- Original hard copy of report w/ corrections in red	09.22.09	****
2 nd Proof entries in Banner/ On-going comparison checks	09.22.09	09.25.09
Download/ Run Macros- Adjustments & inserts to Final proof/ Fees checked by Jason M. (Business office)	09.28.09	10.01.09
Final Proofs sent to Deans' offices via email (Word document format)	10.01.09	****
Final Proofs & sign offs due from academic depts. by 5pm (Original hard copy printout with corrections in red)	10.06.09	****
Make final corrections	10.06.09	10.08.09
Final proof submission to University Relations / TVC Bulletin Download to Darcy H.	10.09.09	****
UAF Course Finder & UA Online Spring 2010 Class Schedule LIVE	10.26.09	****
Spring 2010 Class Schedule goes live online (www.uaf.edu/reg/schedule)	10.30-11.04	
Class Schedules arrive & available to students	11.04.09	****
Spring 2010 Registration begins	11.09.09	****

* TENTATIVE

Academic Scheduling – Mae Del Castillo

Email: fvsched@uaf.edu Phone: 474.6237