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| --- | --- | --- |
| PRODUCTION PHASE | START DATE | END DATE |
| **1st Proof distributed to Deans’ offices** | 04.13.18 | \*\*\*\* |
| Dept. Admin Training @ (BUNN 145) 10am with GoToMeeting | 08.16.18 | \*\*\*\* |
| Dept. Admin Training @ CTC (Room 119) @ 8:30 am with GoToMeeting | 08.17.18 | \*\*\*\* |
| Labor Day (offices closed – no classes, registration or fee payment) | 09.04.18 |  |
| First day of instruction; late registration begins | 08.27.18 |  |
| Special Topics Approvals Due to Scheduling by 5pm | 09.07.18 |  |
| 1st Proof due back from Deans’ Offices no later than 5 pm\*Send via email to fysched@uaf.edu and Barb Paskvan uaf-elearn-schedule@alaska.edu in Excel format or Google Sheets | 09.07.18 | \*\*\*\* |
| 1st Proof entries in Banner/On-going comparison checks | 09.07.18 | 09.14.18 |
| Fees checked by Bursar’s Office | 09.07.18 | 10.13.18 |
| 2nd Proofs sent to academic departments by 5pm | 09.14.18 | \*\*\*\* |
| Special Topics Due to Scheduling  | 09.21.18 | \*\*\*\* |
| 2nd Proofs due back from academic departments no later than 5 pm | 09.21.18 | \*\*\*\* |
| 2nd Proof entries in Banner/ On-going comparison checks | 09.21.18 | 09.28.18 |
| Final Proofs sent to academic departments by 5pm | 09.28.18 | \*\*\*\* |
| Final Proofs & sign offs due from academic departments no later than 5 pm | 10.05.18 | \*\*\*\* |
| Final proof entries in Banner | 10.05.18 | 10.12.18 |
| CTC Bulletin download to Vicky | 10.15.18 | \*\*\*\* |
| UAOnline/UAF CourseFinder for Spring 2017 goes Live | 10.29.18 | \*\*\*\* |
| Spring 2018 registration for degree students begins | 11.12.18 |  \*\*\*\* |

## Spring 2019

# Class Schedule PRODUCTION

**Academic Scheduling –** Sarah Barber

Email: fysched@uaf.edu

Phone: 474.6237

**eLearning & Distance Education** – Barb Paskvan

Email: uaf-elearn-schedule@alaska.edu

Phone: 479-4717