

DATE	WINTER 2009	TASK	SPRING 2009	RESPONSIBILITY
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JUNE 2008

Monday, June 16	First Summer session starts	

JULY 2008

Friday, July 4	Independence Day – Campus closed	
Thursday, July 17	Reminder email sent to Division Chairs	Curriculum Management
Friday, July 18	First Summer session ends	
Friday, July 18	Return 1st Winter rollover to Curriculum Management	Division Chairs
Monday, July 21	Second Summer session starts	

AUGUST 2008

Friday, August 22	Second Summer session ends	
Friday, August 22	Changes complete from 1st Winter rollover and reports run 2nd Winter rollover and 1st laser printed and sent to Curriculum Management	Curriculum Management I.T./ Ann
Monday, August 27	2nd Winter rollover and 1st laser sent to Division Chairs	Curriculum Management

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SEPTEMBER 2008

Monday, September 1	Labor Day – Campus closed			
Tuesday, September 2	Fall semester starts			
Friday, September 5	Reminder email sent to Division Chairs			Curriculum Management
Friday, September 5	Reminder email sent to Division Chairs			Curriculum Management
Monday, September 8	Return 2nd Winter rollover to Curriculum Management, along with ticket notes, and any changes that need to be made to course notes or course descriptions. *At this point room ownership has ended and room conflicts will start to be resolved. ALL room changes from this point must go through Curriculum Management.			Division Chairs
Monday, September 8	Return 1st Spring rollover to Curriculum Management			Division Chairs
Friday, September 12	Changes complete from 2nd Winter rollover and 3rd Winter rollover (2nd laser) printed and sent to Curriculum Management			Curriculum Management I.T. / Ann
Monday, September 15	3rd Winter rollover sent to Division Chairs			Curriculum Management
Friday, September 19	Reminder email sent to Division Chairs			Curriculum Management
Friday, September 19	Changes complete from 1st Spring rollover and reports run 2nd Fall rollover & 1st laser printed and sent to Curriculum Management			Curriculum Management I.T. / Ann
Monday, September 22	-Return 3 rd Winter rollover to Curriculum Management			Division Chairs
	-SI notes for Winter are due in Curriculum Management			Nancy Yaldizian
Monday, September 22	2nd Spring rollover and 1st laser sent to Division Chairs			Division Chairs
Friday, September 26	Changes complete from 3rd Winter rollover			Curriculum Management
Monday, September 29	4th Winter rollover printed and sent to Curriculum Management			I.T. / Ann
Tuesday, September 30 (and Wed. October 1)	Make an appointment with Curriculum Management for review of 4th Winter rollover **This is mandatory (After reviewing the 4th rollover, only room and instructor changes can be made. If there is a special circumstance call Curriculum Management. At this point ALL changes must come through Curriculum Management).			Division Chairs

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OCTOBER 2008

Wednesday, October 1	Make an appointment with Curriculum Management for review of 4th Winter rollover **This is mandatory			Division Chairs
Thursday, October 2	Final laser for Winter printed			I.T / Ann
Thursday – Friday October 2 – 10	Pagination and prep for Winter schedule			Ann
Friday, October 3	Reminder email sent to Division Chairs			Curriculum Management
Monday, October 6	Return 2nd Spring rollover to Curriculum Management, along with ticket notes, and any changes that need to be made to course notes or course descriptions. *At this point room ownership has ended and room conflicts will start to be resolved. ALL room changes from this point must go through Curriculum Management			Division Chairs
Tuesday, October 7	Final review of Winter laser ** This is optional NO CHANGES AFTER TODAY			Division Chairs
	Cover Art due to PIO			Greg Parks/PIO
Friday, October 10	Changes complete from 2nd Spring rollover 3rd Fall rollover (2nd laser) printed and sent to Curriculum Management			Curriculum Management I.T. / Ann
Monday, October 13	Winter schedule sent to printer Winter schedule placed on web			Ann/Printer/I.T. I.T.
Monday, October 13	3rd Spring rollover sent to Division Chairs			Curriculum Management
Monday, October 20	Winter schedule arrives on campus			
Monday, October 20	Return 3rd Spring rollover to Curriculum Management			Division Chairs
	SI notes for Spring are due in Curriculum Management			Nancy Yaldizian
Friday, October 24	Changes complete from 3rd Spring rollover			Curriculum Management
Monday, October 27	4th Spring rollover printed and sent to Curriculum Management			I.T. / Ann
Tuesday –Thursday, October 28-30	Make an appointment with Curriculum Management for review of 4th Spring rollover **This is mandatory (After reviewing the 4th rollover, only room and instructor changes can be made. If there is a special circumstance call Curriculum Management. At this point ALL changes must come through Curriculum Management)			Division Chairs

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NOVEMBER 2008

Monday, November 3	Final laser for Spring printed			I.T/Ann
Monday – Friday November 3 – 14	Pagination and prep for Spring schedule			Ann
Monday, November 10	Veteran’s Day – Campus closed			
Tuesday, November 11	PRIORITY REGISTRATION - WINTER			A & R
Wednesday November 12	Final review of Spring laser ** This is optional NO CHANGES AFTER TODAY			Division Chairs
Monday, November 17	Spring schedule sent to printer Spring schedule placed on web			Ann/Printer / I.T. I.T.
Monday, November 24	Spring schedule arrives on campus			
Thursday – Saturday November 27 – 29	Thanksgiving Vacation – Campus closed			

DECEMBER 2008

Wednesday-Wednesday, December 10-17	FINAL EXAMINATIONS FOR FALL			
Wednesday, December 17	LAST DAY OF FALL SEMESTER			
Thursday, December 25	CHRISTMAS			
Wednesday – Friday December 24 – January 2	CAMPUS CLOSED			