

<b>2010 Spring</b>	<b>2010 Summer</b>	<b>2010 Fall</b>	<b>SCHEDULE PRODUCTION CALENDAR 2010 Terms</b>
5/05/09	5/05/09	5/05/09	Enter Terms for full year (Spring/Summer/Fall) per Establish Term Controls procedures.
6/11/09	10/19/09	1/11/10	SYRU517-Schedule Review prior schedule roll
6/11/09	10/20/09	1/12/10	Roll Schedule. (SSRROLL)
6/16/09	10/20/09	1/12/10	Write/review Schedule memo and information to send to departments/deans.
6/23/09	11/02/09	1/19/10	Send Initial memo to departments- 1 <sup>st</sup> Proof available on E~Print.
8/11/09	1/12/10	2/09/10	Send 2 <sup>nd</sup> Proof of Schedule to departments.
9/18/09	1/26/10	1/26/10	Set Master Web Term Control SOATERM (Check Faculty Display Schedule Only on back page)
9/15/09	2/04/10	2/23/10	Final Proof of Schedule due to departments
10/06/09	2/18/10	3/02/10	Final Proof of Schedule due from departments.
10/07/09	2/18/10	3/02/10	Begin final Schedule cleanup.
10/09/09	2/23/10	3/05/10	Complete final Schedule cleanup.
10/12/09	3/08/10	3/08/10	Set Master Web Term Control-SOATERM (Check all boxes on back page per procedures)-Schedule considered final.
11/04/09	03/31/10	5/12/10	Run Schedule 25 to make room assignments. These are target dates only. Fall-Wednesday of 2 <sup>nd</sup> week of May. Spring-Wednesday prior to start of registration. Summer-Wednesday prior to start of registration.
12/15/09	05/03/10	5/28/10	Send email to departments advising that room assignments are ready for their review.
1/05/10	5/07/10	8/10/10	Send memo to departments for verification of final room assignments.
1/11/10	5/21/10	8/18/10	Room assignment verifications due from departments.
1/28/10	6/23/10	9/08/10	Print hard copy of schedule – Risk Management.
1/28/10	XXXX	9/10/10	Run Exam Scheduler
2/22/10	6/21/10	10/11/10	Contact Departments about missing instructors/1 <sup>st</sup> POT
4/12/10	7/26/10	11/29/10	Contact Departments about missing instructors/2 <sup>nd</sup> /Full