

2012 Spring	2012 Summer	2012 Fall	SCHEDULE PRODUCTION CALENDAR 2012 Terms
5/04/11	5/04/11	5/04/11	Enter Terms for full year (Spring/Summer/Fall) per Establish Term Controls procedures.
6/13/11	10/18/11	1/18/12	SYRU517-Schedule Review prior schedule roll. (Zaciquita)
6/22/11	10/19/11	1/18/12	Roll Schedule. (SSRROLL). Send emails to Cathy and Jan prior to roll to confirm course changes.
6/22/11	10/19/11	1/18/12	Run ST_REMOVE_TEXTBOOK_REFERENCE in Apprwx, to remove textbook footnotes
6/22/11	10/20/11	1/19/12	Write/review Schedule memo and information to send to departments/deans/scheduling list.
7/18/11	XXXXX	1/20/11	Run SYRU547 for listing of Non-Standard Times courses for review. Run in Apprwx ST_SSRMEET_REMOVE_MEET_PATTERN.
7/19/11	11/15/11	1/24/12	Send Initial memo to departments- 1 st Proof available on E~Print.
8/18/11	1/18/12	2/10/12	Send 2 nd Proof of Schedule to departments.
9/16/11	2/10/12	2/24/12	Final Proof of Schedule due to departments
9/27/11	2/01/12	2/01/12	Set Master Web Term Control SOATERM (Check Faculty Display Schedule and Web Catalog Term Only on back page) Send email to Departments to explain schedule being on the web.
10/06/11	2/17/12	3/02/12	Final Proof of Schedule due from departments.
10/07/11	2/17/12	3/02/12	Begin final Schedule cleanup.
10/10/11	2/24/12	3/02/12	Complete final Schedule cleanup.
10/10/11	03/02/12	03/02/12	Run ST_REMOVE_TEXTBOOK_REFERENCE in Apprwx, then run ST_ADD_TEXTBOOK_REFERENCE.
10/10/11	3/05/12	3/05/12	Set Master Web Term Control-SOATERM (Check all boxes on back page per procedures)-Schedule considered final.
11/07/11	03/30/12	5/11/12	Run Schedule 25 to make room assignments. These are target dates only. Fall-Wednesday of 2 nd week of May. Spring-Wednesday prior to start of registration. Summer-Wednesday prior to start of registration.
12/15/11	05/03/12	6/07/12	Send email to departments advising that room assignments are ready for their review. Attach SYRU580 classes after 4:30pm for Summer Term Only.
1/05/12	5/07/12	8/10/12	Send memo to departments for verification of final room assignments.
1/11/12	5/21/12	8/17/12	Room assignment verifications due from departments.
1/27/12	6/22/12	9/07/12	Print hard copy of schedule – Risk Management.
1/27/12	XXXX	9/10/12	Run Exam Scheduler-Verify with Zaciquita.
2/22/12	6/25/12	10/11/12	Contact Departments about missing instructors/1 st POT
4/12/12	7/26/12	11/29/12	Contact Departments about missing instructors/2 nd /Full