

2017 Spring	2017 Summer	2017 Fall	SCHEDULE PRODUCTION CALENDAR 2017 Terms
5/18/16	9/14/16	9/14/16	Enter Terms (Spring/Summer/Fall) per Establish Term Controls & SOATERM procedures.
7/01/16	12/21/16	1/11/17	Roll Schedule. (SSRROLL). Send emails to Karen Thurmond and Mary Kyle prior to roll to confirm course changes.
7/01/16	12/21/16	1/11/17	Run ST_REMOVE_TEXTBOOK_REFERENCE in Apprwx, to remove textbook footnotes
7/05/16	12/21/16	1/12/17	Run SYRU622-to correct Instructor % data.
7/05/16	12/21/16	1/12/17	Review initial Schedule memo and information to send to departments/deans/scheduling list. Send copy to Kim Welch to check web links.
7/05/16	12/21/16	1/12/17	SYRU517-Schedule Review after schedule roll.
7/13/16	XXXXX	1/12/17	Run SYRU547 for listing of Non-Standard Times courses for review. Run in Apprwx ST_SSRMEET_REMOVE_MEET_PATTERN.
7/14/16	12/21/16	1/12/17	Run SYRU678 to remove non Lambuth information on SSASYLB. Run SYRU654 periodically to update new Lambuth sections.
7/15/16	12/21/16	1/13/17	Send Initial memo to departments- 1 st Proof available on E~Print. Include Courses Not Rolled. Nonstandard memo (Fall and Spring Only)
8/31/16	1/09/17	2/01/17	Send 2 nd Proof of Schedule to departments.
9/28/16	2/06/17	2/06/17	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.
10/05/16	2/07/17	2/17/17	Final Proof of Schedule due to departments
10/10/16	2/13/17	3/03/17	Final Proof of Schedule due from departments.
10/13/16	2/23/17	3/03/17	Complete final Schedule cleanup.
10/13/16	3/01/17	3/03/17	Run ST_REMOVE_TEXTBOOK_REFERENCE in Apprwx, then run ST_ADD_TEXTBOOK REFERENCE.
10/13/16	3/06/17	3/06/17	Set Master Web Term Control-SOATERM (Check all boxes on back page per procedures)-Schedule considered final.
11/01/16	4/03/17	5/12/17	Run EMS Optimizer 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.
12/14/16	5/11/17	6/06/17	Send email (#50) to departments advising that room assignments are ready for their review. Attach SYRU580 classes after 4:30pm for Summer Term Only.
1/03/17	5/18/17	8/10/17	Send memo (#55) to departments for verification of final room assignments.

1/09/17	5/26/17	8/15/17	Room assignment verifications due from departments.
2/03/17	XXXX	9/08/17	Run SYRU661-Campus Utilization for review
2/17/17	6/23/17	9/26/17	Contact Departments about missing instructors/1 st POT
2/24/17	XXXX	9/29/17	Run Exam Scheduler-Verify with Zaciquita.
4/11/17	7/25/17	11/21/17	Contact Departments about missing instructors/2 nd /Full.