

2018 Spring	2018 Summer	2018 Fall	SCHEDULE PRODUCTION CALENDAR 2018 Terms
5/18/17	9/14/17	9/14/17	Enter Terms (Spring/Summer/Fall) per Establish Term Controls & SOATERM procedures.
7/24/17	12/13/17	1/08/18	Roll Schedule. (SSRROLL). Send emails to Karen Thurmond and Mary Kyle prior to roll to confirm course changes.
7/24/17	12/14/17	1/09/18	Run ST_REMOVE_TEXTBOOK_REFERENCE in Apprwr, to remove textbook footnotes
7/25/17	12/14/17	1/09/18	Run SYRU622-to correct Instructor % data.
7/25/17	12/14/17	1/09/18	Review initial Schedule memo and information to send to departments/deans/scheduling list. Send copy to Kim Welch to check web links.
7/25/17	12/14/17	1/09/18	SYRU517-Schedule Review after schedule roll.
7/25/17	XXXXX	1/09/18	Run SYRU547 for listing of Non-Standard Times courses for review. Run in Approwrx ST_SSRMEET_REMOVE_MEET_PATTERN.
7/25/17	12/14/17	1/09/18	Run SYRU678 to remove non Lambuth information on SSASYLB. Run SYRU654 periodically to update new Lambuth sections.
7/31/17	12/14/17	1/10/18	Send Initial memo to departments- 1 st Proof available on E~Print. Include Courses Not Rolled. Nonstandard memo (Fall and Spring Only)
8/31/17	1/08/18	2/01/18	Send 2 nd Proof of Schedule to departments.
10/06/17	2/06/18	2/16/18	Proof of Schedule due to departments
10/10/17	2/13/18	3/02/18	Proof of Schedule due from departments.
10/13/17	2/23/18	3/02/18	Complete final Schedule cleanup.
10/13/17	3/01/18	3/02/18	Run ST_REMOVE_TEXTBOOK_REFERENCE in Apprwr, then run ST_ADD_TEXTBOOK REFERENCE.
10/16/17	3/05/18	3/05/18	Set Master Web Term Control-SOATERM (Check all boxes on back page per procedures)-Schedule considered final. Earlier if Admissions needs.
11/08/17	3/28/18	5/11/18	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.
12/13/17	5/11/18	6/06/18	Send email (#50) to departments advising that room assignments are ready for their review. Attach SYRU580 classes after 4:30pm for Summer Term Only.
1/03/18	5/18/18	8/10/18	Send memo (#55) to departments for verification of final room assignments.
1/09/18	5/25/18	8/15/18	Room assignment verifications due from departments.
2/02/18	XXXX	9/08/18	Run SYRU661-Campus Utilization for review
2/16/18	6/22/18	9/26/18	Contact Departments about missing instructors/1 st POT
2/23/18	XXXX	9/29/18	Run Exam Scheduler-Averill
4/11/18	7/25/18	10/24/18	Contact Departments about missing instructors/2 nd /Full.