

2019 Spring	2019 Summer	2019 Fall	SCHEDULE PRODUCTION CALENDAR 2019 Terms
6/18/18	9/17/18	9/17/18	Enter Terms (Spring/Summer/Fall) per Establish Term Controls & SOATERM procedures.
7/25/18	12/10/18	1/07/19	Roll Schedule (SSRROLL). Send emails to Alletha Davis and Mary Kyle prior to roll to confirm course changes.
7/26/18	12/11/18	1/08/19	Run ST_REMOVE_TEXTBOOK_REFERENCE in Appworx to remove textbook footnotes
7/26/18	12/14/18	1/10/19	Run SYRU622 to correct Instructor % data.
7/26/18	12/14/18	1/10/19	Review initial Schedule memo and information to send to departments/deans/scheduling list. Send copy to Jessi Bromwell to check web links.
7/26/18	12/14/18	1/10/19	SYRU517 - Schedule Review after schedule roll.
7/26/18	XXXXX	1/10/19	Run SYRU547 for listing of Non-Standard Times courses for review. Run in Appworx ST_SSRMEET_REMOVE_MEET_PATTERN.
7/26/18	12/14/18	1/10/19	Run SYRU678 to remove non Lambuth information on SSASYLB. Run SYRU654 periodically to update new Lambuth sections.
7/31/18	12/14/18	1/15/19	Send Initial memo to departments - 1 <sup>st</sup> Proof available on ePrint. Include Courses Not Rolled. Nonstandard memo (Fall and Spring Only)
09/05/18	1/08/19	2/04/19	Send 2 <sup>nd</sup> Proof of Schedule to departments.
10/05/18	2/07/19	2/20/19	Proof of Schedule due to departments.
10/10/18	2/13/19	3/01/19	Proof of Schedule due from departments.
10/12/18	2/22/19	3/01/19	Complete final Schedule cleanup.
10/15/18	3/01/19	3/01/19	Run ST_REMOVE_TEXTBOOK_REFERENCE in Appworx, then run ST_ADD_TEXTBOOK_REFERENCE.
10/15/18	3/04/19	3/04/19	Set Master Web Term Control (SOATERM). Check all boxes on back page per procedures-Schedule considered final. Earlier if Admissions needs.
11/07/18	3/27/19	5/13/19	Run EMS Optimizer 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.
12/13/18	5/10/19	6/06/19	Send email (#50) to departments advising that room assignments are ready for their review. Attach SYRU580 classes after 4:30pm for Summer Term Only.
1/04/19	5/17/19	8/12/19	Send memo (#55) to departments for verification of final room assignments.
1/09/19	5/24/19	8/15/19	Room assignment verifications due from departments.
2/01/19	XXXX	9/09/19	Run SYRU661 - Campus Utilization for review.
2/15/19	6/21/19	9/26/19	Contact Departments about missing instructors - 1 <sup>st</sup> POT.
3/06/19	XXXX	10/01/19	Run Exam Scheduler - Averill.
4/16/19	7/25/19	10/24/19	Contact Departments about missing instructors - 2 <sup>nd</sup> /Full.