

## Schedule Production Calendar

2022 Terms

2022 Spring	2022 Summer	2022 Fall	Task
6/04/21	10/12/21	11/23/21	Enter Terms (Spring/Summer/Fall) per Establish Term Controls & SOATERM procedures.
6/28/21	10/25/21	12/16/21	Roll Schedule (SSRROLL). Send emails to Alletha Davis and Mary Kyle prior to roll to confirm course changes.
6/29/21	10/26/21	12/16/21	Run ST_REMOVE_TEXTBOOK_REFERENCE in Appworx to remove textbook footnotes
6/29/21	10/26/21	12/17/21	Run SYRU622 to correct Instructor % data.
6/29/21	10/26/21	12/17/21	Review initial Schedule memo and information to send to departments/deans/scheduling list. Send copy to Jessi Bromwell to check web links.
6/29/21	10/26/21	12/18/21	SYRU517 - Schedule Review after schedule roll.
6/28/21	XXXXX	12/18/21	Run SYRU547 for listing of Non-Standard Times courses for review. Run in Appworx ST_SSRMEET_REMOVE_MEET_PATTERN.
6/29/21	10/26/21	12/21/21	Run SYRUH678 to remove non Lambuth information on SSASYLB.
6/29/21	10/26/21	12/21/21	Schedule SYRU654 to run daily to update new Lambuth sections.
6/29/21	10/26/21	12/21/21	Send Initial memo to departments - Proof available on ePrint. Include Courses Not Rolled. Nonstandard memo (Fall and Spring Only)
9/20/21	1/03/22	2/21/22	SOATERM procedures: Display Schedule 3.2.2
ePrint	ePrint	ePrint	Proof of Schedule due to departments.
ePrint	ePrint	ePrint	Proof of Schedule due from departments.
9/20/21	1/3/22	2/21/22	Run ST_REMOVE_TEXTBOOK_REFERENCE in Appworx, then run ST_ADD_TEXTBOOK_REFERENCE.
9/20/21	1/3/22	2/21/22	Set Master Web Term Control (SOATERM). Check all boxes on back page per procedures-Schedule considered final. Earlier if Admissions needs.
9/20/21	3/1/22	3/3/22	Complete final Schedule cleanup.
11/1/21	3/7/22	5/9/22	Run EMS Optimizer to make room assignments. These are target dates only. Fall-Wednesday of 2nd week of May. Spring-Wednesday prior to start of registration. Summer-Wednesday prior to start of registration.
11/5/21	4/1/22	5/11/22	Send email (#50) to departments advising that room assignments are ready for their review. Attach SYRU580 classes after 4:30pm for Summer Term Only.
11/5/21	4/15/22	7/01/22	#060 Instructor Additions and Corrections. Email Scheduling List, Dean's List, and Dept Chair's List request for scheduling info and remind them to make instructor updates. Report number SYRUH679 from Argos
12/3/21	5/20/22	8/1/22	#060 Instructor Additions and Corrections. Email Scheduling List, Dean's List, and Dept Chair's List request for scheduling info and remind them to make instructor updates. Report number SYRUH679 from Argos
12/3/21	4/11/22	8/1/22	Send memo (#55) to departments for verification of final room assignments.
12/13/21	4/18/22	8/8/22	Room assignment verifications due from departments.

<b>2022 Spring</b>	<b>2022 Summer</b>	<b>2022 Fall</b>	<b>Task</b>
1/3/21	6/20/22 – 2 <sup>nd</sup> POT	8/15/22	#060 Instructor Additions and Corrections. Email Scheduling List, Dean's List, and Dept Chair's List request for scheduling info and remind them to make instructor updates. Report number SYRUH679 from Argos
1/18/22	5/16/22	8/22/22	#056 No Room Changes Reminder. Send TA/email to Faculty Role (SYGU506)
1/28/22	XXXX	9/09/22	Run SYRU661 - Campus Utilization for review.
2/22/22	6/17/22	9/22/22	Contact Departments about missing instructors - 1 <sup>st</sup> POT.
2/22/22	6/20/22	9/26/22	Create academic year calendar.
3/01/22	XXXX	10/03/22	Run Exam Scheduler – System Support Specialist I
4/11/22	7/20/22	11/14/22	Contact Departments about missing instructors - 2 <sup>nd</sup> /Full.