

Summer/Fall course planning timeline

		Draft: Final	<u>Last Updated:</u> October 8 2021
2022 begin date	2022 Effective date	Task	Notes
	12/1/2021	A&R rolls Summer/Fall 2021 class schedule to Summer/Fall 2022 term.	Registrar's Office
	12/1/2021	SIS Ops opens Term Security	Registrar's Office
	12/17/2021	SIS Ops uploads class schedule for Summer/Fall 2022	SIS Ops Department
1/3/2022	3/14/2022	Faculty start turning in book orders. If the course does not require a book, a submission is still required.	Submit orders online through portal uploaded by Webmaster.
12/16/2021	1/31/2022	<u>Department chairs plan classes to add, change & delete.</u>	Department Chairs, Faculty, and Dean's
2/1/2022	2/10/2022	<u>Elko Support Staff make additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.</u>	Department Support Staff
2/1/2022	2/10/2022	<u>Center Support Staff makes additions, changes & deletions. DELETING UNWANTED CLASSES - VERY IMPORTANT.</u>	Center Directors and center support staff
	2/7/2022	Marketing Department starts advertising that Registration Opens April 4, 2022 on website	Marketing Department
	2/11/2022	<u>Preliminary Schedule Due - Department Chairs and Faculty submit course lists to support staff for Summer/Fall 2021</u>	Department Chairs and Faculty
2/14/2022	2/18/2022	Support staff enter IAV originating classes. NO room #'s. Room #'s will be decided at Center Director Meeting.	Department Support Staff and Center Support Staff
	2/21/2022	Lecture Capture Requests submitted to IAV office.	Faculty
	3/14/2022	<u>Book orders due to Bookstore for Summer/Fall.</u>	Department Chairs, Faculty, and Dean's
2/17/2022	2/18/2022	Center Director's to select IAV classes to receive.	Center Director Meeting
	2/25/2022	IAV receiving classes must be in PS by this date	All IAV classes are due.
2/25/2022	03/14/2022	Departments review schedule. Changes made by Department Support Staff. The schedule should be complete.	Departments are 100% responsible for content.
	3/14/2022	Adds, changes, cancels (as required and no deletes allowed) need an add/change/cancel sheet now to be processed by Dean's Assistant's and Center Directors. Dean's Approval Required.	
2/28/2022	3/22/2022	Department Support Staff clean up in Peoplesoft - ALL adds, changes and deletes DUE. These must be done by 3/22/2022.	Department Support Staff
	3/22/2022	<u>Final Schedule Due: Deadline to add Summer/Fall classes. Classes added after this date will be on the web site.</u>	
	4/4/2022	Marketing Department starts advertising that Registration opens <u>4/4/2022 on website</u>	Marketing Department
3/23/2022	3/25/2022	No PS access. 25 Live Data Prep and cleanup Peoplesoft Class Schedule Security will be closed to all, but Dean's Assistants and Center Directors.	25Live optimization
	3/28/2022	Schedule is posted online for Summer/Fall 2022	Webmaster
	4/4/2022	Registration for Summer and Fall 2022 Starts	Admissions and Records Department
	6/13/2022	Summer Classes Begin	
	8/29/2022	Fall Classes Begin	