

CLASS SCHEDULING TIMETABLE

	SUM 2024	FAL 2024	SPR 2025	SUM 2025
Registration begins for Students			Oct 28, 2024	Mar. 24, 2025
Semester begins/Start of Classes	May 13, 2024 (A,C) Jun 24, 2024 (B)	Aug 26, 2024 tentative	Jan 13, 2025 tentative	May 19, 2025 (A,C) Jun 30, 2025 (B)
Office of the Registrar <u>BEGIN/DUE</u>	Aug 1, 2023	Sep 19, 2023	Feb 5, 2024	Jul 30, 2024
Roll forward schedule from previous year*				
<u>Roll from Catalog</u> : Requisites, Restrictions, Degree Attributes & Fees (<i>summer 2024 and forward</i>)				
Run appworx to insert DL fees and Funding Attributes after roll				
Schedule available on Staff Schedule Search				
Colleges/Departments <u>BEGIN</u>	Aug 3, 2023	Sep 21, 2023	Feb 7, 2024	Aug 1, 2024
Schedulers modify/build sections				
Colleges/Departments <u>DUE</u>	Nov 29, 2023	Jan 24, 2024		
All course entries completed				
Ensure all instructors are assigned				
Finalize crosslisting, instructional method changes				
Submit Large Capacity 75+, Special Room Requests, Bound Sections				
Submit Requests for Variances, if need General Use Classrooms				
St. Pete & Sarasota: submit M&S and F&E fee updates				
Submit updates to fees and/or degree attributes				
Office of the Registrar <u>BEGIN</u>	Nov 29, 2023	Jan 24, 2024		
Schedule available on Student Schedule Search - DUE				
Change message of schedule search dates				
Populate Schedule Data (Batching) in 25Live				
Assign Large Cap 75+, Special Room Requests, Bound Sections				
Monthly clean-up reports to schedulers				
Colleges/Departments <u>DUE</u>	Dec 15, 2023	Feb 16, 2024		
Assign space for off-site locations or dedicated spaces				
Ensure off-site locations are indicated on SSATEXT (long section)				
Ensure bldg/room is blank if general use classroom is needed				
Process clean-up reports sent from URO				
Office of the Registrar <u>BEGIN</u>	Dec 18, 2023	Feb 19, 2024		
Update fees and funding/degree attributes by request				
Room assignments--Optimization process				
Colleges/Departments <u>BEGIN</u>	Dec 22, 2023	Feb 23, 2024		
Proof room assignments				
Adjust meeting times or find alternate space as needed				
Colleges/Departments <u>DUE</u>	Jan 16, 2024	Mar 4, 2024		
Populate Waitlist Maximum in Banner				
Submit CRNs with Service Learning or other program attributes				
Colleges/Departments <u>DUE</u>	Mar 20, 2024	Mar 20, 2024		Mar 19, 2025
Ensure all Fees are correctly added to all applicable sections				
-pay special attention to campus detail codes and amounts				
Instructor assignment & account number overrides SSAOVR				
Office of the Registrar <u>DUE</u>	Mar 20, 2024	Mar 20, 2024		
Run No Instructor Report				
Office of the Registrar <u>DUE</u>	N/A	July 5, 2024		
Final Exam Matrix posted (<i>at least 45 days prior to start of term</i>)				
Colleges/Departments <u>DUE</u>	May 10, 2024	Aug 23, 2024		