

## Timeline for Fall 2000 Schedule Development

Revised 4/7/00

Time Frame:	ACTION:	CHAIRS	DEANS	V.P.STAFF
<b>Fall 2000 Semester August 21 -December 23, 2000</b>				
1. 12/8/99-12/20/00	Roll forwards are available to deans' for distribution. Deans to review schedule timeline and FTEF allocation with chairs.	X	X	X
2. 12/20/00-2/18/00	Department chairs complete schedule and submit to school deans.	X	X	
3. 2/18/00-4/10/00	School deans review schedule submissions and secretaries input data.	X	X	
4. 4/10/00	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT-Please adhere to this date.	X	X	X
5. 4/10/00	Assume schedule in Office of Instruction. Rooms reviewed for conflict. Rooms released.			X
6. 4/28/00*	No prints in place. Return to print five (5) days after tape cut date.		X	
7. 5/4/00	Tape cut at 5:00 p.m.	X	X	X
8. 5/16/00	Review of galley as scheduled.		X	X