

Timeline for Spring 2000 and Summer 2000 Schedule Development

Time Frame:	ACTION:	CHAIRS	DEANS	V.P.STAFF
Spring 2000 Semester January 18 – May 27, 2000				
1. 6/17/99-7/2/99	Roll forwards are available to deans' for distribution. Deans to review schedule timeline and FTEF allocation with chairs.	X	X	X
2. 7/6/99-7/23/99	Department chairs complete schedule and submit to school deans.	X	X	
3. 7/26/99-8/30/99	School deans review schedule submissions and secretaries input data.	X	X	
4. 8/30/99	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT –Please adhere to this date.		X	
5. 8/31/99-9/14/99	Assume schedule in Office of Instruction. Rooms reviewed for conflict.			X
6. 9/15/99	Rooms released. No prints in place. Return to print 10/11/99.		X	
7. 10/4/99	Tape cut at 5:00 p.m.	X	X	X
8. 10/13/99	Review of galley as scheduled.		X	X
Summer 2000 Semester June 5 – August 12, 2000				
1. 10/4/99-10/14/99	Roll forwards are available to deans' for distribution. Deans to review schedule timeline and FTEF allocation with chairs.	X	X	X
2. 10/15/99-10/29/99	Department chairs complete schedule and submit to school deans.	X	X	
3. 11/1/99-12/17/99	School deans review schedule submissions and secretaries input data.	X	X	
4. 12/23/99	LAST DAY FOR DEANS' SECRETARIES TO DO INPUT-Please adhere to this date.	X	X	X
5. 1/3/00	Assume schedule in Office of Instruction. Rooms reviewed for conflict.			X
6. 3/3/00*	Rooms released. No prints in place. Return to print five (5) days after tape cut date.		X	
7. 3/17/00*	Tape cut at 5:00 p.m.	X	X	X
8. NA	Review of galley as scheduled.		X	X

*Tentative