

| Month | Date | Term | Tasks for One Year Schedule Development | Responsible Person |
|-----------|------|------------|---|-----------------------|
| September | 2 | FA | Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the development of the fall schedule within each department: FTES targets by Division, efficiency targets by Division, wait lists SEP data by course, short-term and late start classes by course, feedback from counseling, percent of sections within scheduling block, room efficiency data, etc. | Dean of OIERP and VPI |
| September | 2 | FA | Provide general increase in target of 3.5%. This may change. 15% of sections need to be pending. | VPI |
| September | 30 | FA | Fall Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") | Chairs |
| October | 28 | FA | Scheduler sends first fall drafts of schedule to Deans and Chairs | Scheduler |
| November | 2 | SP | Priority Registration begins for Spring | |
| November | 4 | FA | Chairs and Deans make corrections to fall schedule and sends drafts back to scheduler | Chairs and Deans |
| November | 18 | FA | Scheduler sends second/final fall drafts of schedule to Deans and Chairs | Scheduler |
| December | 2 | FA | Chairs and Deans confirm or make corrections to fall schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. | Chairs and Deans |
| December | 9 | FA | Scheduler makes final minor changes, runs live checklist, and publishes fall schedule | Scheduler |
| December | 9 | Curriculum | Modified Courses must be completed by this date to be offered in the subsequent fall term | Chairs |
| February | 2 | SP | Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the development of the spring schedule within each department: FTES targets by Division, efficiency targets by Division, wait lists SEP data by course, short-term and late start classes by course, feedback from counseling, percent of sections within scheduling block, room efficiency data, etc. | Dean of OIERP and VPI |
| February | 2 | SP | Provide general increase in target of 3.0%. This may change. 15% of sections need to be pending. | |
| March | 3 | SP | Spring Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") | Chairs |
| March | 3 | Curriculum | New Courses must be completed by this date in order to be offered in the subsequent fall semester | Chairs |
| March | 3 | SU | Provide the following research to VPI, Deans, and Faculty Department Chairs to inform the development of the summer schedule within each department: FTES targets by Division, efficiency targets by Division, wait lists SEP data by course, short-term and late start classes by course, feedback from counseling, percent of sections within scheduling block, room efficiency data, etc. | Dean of OIERP and VPI |
| March | 3 | SU | Provide general increase in target of 10%. This may change. 15% of sections need to be pending. | |
| March | 28 | SU | Priority Registration begins for Summer | |
| March | 31 | SP | Scheduler sends first spring drafts of schedule to Deans and Chairs | Scheduler |
| March | 31 | SU | Summer Assignment recommendations from Chairs sent to Office of Instruction ("Sticky Friday") | Chairs |
| April | 7 | SP | Chairs and Deans make corrections to spring schedule and sends drafts back to scheduler | Chairs and Deans |
| April | 13 | FA | Priority Registration begins for Fall | |
| April | 21 | SP | Scheduler sends a second/final spring draft to Chairs | Scheduler |
| April | 21 | SU | Scheduler sends first summer drafts of schedule to Deans and Chairs | Scheduler |
| April | 28 | SP | Chairs and Deans confirm or make corrections to spring schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. | Chairs and Deans |
| April | 28 | SU | Chairs and Deans make corrections to summer schedule and sends drafts back to scheduler | Chairs and Deans |
| May | 5 | SP | Scheduler makes final minor changes, runs live checklist, and publishes spring schedule | Scheduler |
| May | 5 | SU | Scheduler sends second/final summer drafts of schedule to Deans and Chairs | Scheduler |
| May | 12 | SU | Chairs and Deans confirm or make corrections to summer schedule and sends drafts back to scheduler. This should include staffing and ZC/LC textbook information if possible. | Chairs and Deans |
| June | 30 | SU | Scheduler makes final minor changes, runs live checklist, and publishes summer schedule | Scheduler |

| Schedule Development Term | Term(s) Planned |
|---------------------------|---|
| Fall 2022 | Summer 2023 and Fall 2023 |
| Spring 2023 | Spring 2024 (CNTL2 Construction) and Spring 2025 Summer 2024 (CNTL Construction) and Summer 2025 |
| Fall 2023 | Fall 2024 and Fall 2025 |
| Spring 2024 | Spring 2026 Summer 2026 |
| Fall 2024 | Fall 2026 |
| Spring 2025 | Spring 2027 Summer 2028 |
| Fall 2025 | Fall 2027 |